

**DISCIPLINE: CLASSIFIED SERVICE**

The purpose of this policy is to provide management staff members with firm guidelines that will ensure uniform application of disciplinary practices. The Board of Trustees designates the Human Resources Division to be responsible for and to provide coordination for all discipline which occurs in the District. As part of the responsibility, the Human Resources Division shall provide training to all management and/or supervisory staff members who could be involved in discipline or disciplinary action.

All managers shall recognize discipline as a management tool which is exercised prudently to ensure management control of the work force and encourage continual growth in employee work performance. Discipline is usually thought of in a narrow sense; however, if applied fairly and consistently, it becomes a positive, constructive means of bringing about or increasing organizational order and efficiency. Disciplinary action should be taken only to alter unacceptable performance and behavior, to restore an employee to the discipline of the group, or to deter other employees from duplicating similar performance and behavior.

Formal disciplinary actions (written warning, written reprimand, suspension, etc.) should normally be preceded by prior discussion, instruction, coaching, counseling, or informal disciplinary action. Employees should normally be given prior warning that their performance does not meet minimum standards or that their behavior can no longer be tolerated in the work unit. Since discipline is administered in an effort to correct performance or behavior, it is reasonable that employees, except in cases of gross misconduct, be given an opportunity to exercise self-control or self-discipline before management resorts to formal action.

The following principles shall be followed to ensure fair and consistent disciplinary practices in each Division and at each school:

1. Written standards of performance shall be prepared for every manager, supervisor, and staff member in each division and at each school.

Standards are supervisor expectations expressed in terms of a range of acceptable behavior that outlines how well, how often and how much work must be accomplished to fulfill job requirements. They let the employee know what is expected of him/her and provide the supervisor with a focal point on which he/she can observe and evaluate behavior and performance. If an employee consistently exceeds standards, he/she should receive special recognition through supervisory praise, performance evaluations, and increased promotional opportunities. If he/she fails to meet the standards, then action should be taken by the supervisor to improve performance or facilitate removal of the employee from the work force (discussion, training, informal and formal disciplinary action).

Fullerton Joint Union High School District  
**BP 4583(b)**

2. Managers or supervisors shall review with the Assistant Superintendent, Human Resources, proposed disciplinary actions prior to taking any action to ensure that they are applied fairly and consistently throughout the District.

Each manager or supervisor has the responsibility to ensure that the Assistant Superintendent, Human Resources, is kept up-to-date on all potential or real performance and behavioral problems that could result in formal disciplinary action.

3. Supervising managers shall review disciplinary actions to ensure that they are applied fairly and consistently throughout the District.

Each manager or supervisor has a responsibility to ensure that his/her superior is kept up-to-date on all potential or real performance and behavioral problems that could result in formal disciplinary action. Informal discussions, memos and performance evaluations will serve as the means of communication depending on the significance or urgency of the employee problem.

The supervising manager shall take his/her review function seriously by examining written documentation and evaluating the recommended action prior to any discussion of that action between the subordinate manager and employee. He/she shall be held accountable for ensuring that all formal disciplinary actions are properly justified and adhere to organizational policies and practices.

Reference: Education Code Sections 45103, 45113, 45116

Policy adopted: April 19, 1982; September 12, 2000; September 6, 2005