

COMMERCE PUBLIC SCHOOLS

SUSPENSION, DEMOTION, OR TERMINATION OF SUPPORT EMPLOYEES:

Board Policy

No support employee who has been employed in Commerce School District for one year or more may be suspended, demoted, or terminated except for the causes set out by this policy by the Superintendent of Schools, or the employee's immediate supervisor subject to approval by the Superintendent of Schools.

Definition: Support employee is defined as a full time employee of a school district who provides those services, not performed by professional educators or licensed teachers, that are necessary for the efficient and satisfactory functioning of a school district.

Causes for suspension, demotion, or termination:

Ref: O.S. Title 70, Sections 24-132 thru 24-136

1. Failure to be at work station at starting time.
2. Leaving work station without authorization prior to lunch periods, or end of work day.
3. Excessive unexcused absenteeism.
4. Chronic absenteeism for any reason.
5. Excessive tardiness.
6. Wasting time or loitering during working hours.
7. Leaving work area during working hours, without permission first, for any reason.
8. Falsification of personnel or other records.
9. Possession of weapons on the premises at any time.
10. Removing district property, records or confidential information from premises without proper authority.
11. Willful abuse, misuse, defacing, or destruction of district property, including tools, equipment, or other property of other employees.
12. Theft or misappropriation of property of employees, students or of the district.
13. Sabotage.
14. Distracting the attention of others.
15. Refusal to follow instructions of supervisor.
16. Refusal or failure to do work assignment.
17. Unauthorized operation of machines, tools, or equipment.
18. Threatening, intimidating, coercing or interfering with employees or supervision at any time.
19. The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, or the district.
20. Creating disturbances on the premises at any time.
21. Creating or contributing to unsanitary conditions.
22. Practical jokes injurious to employee's or district property.

23. Possession, consumption, or reporting to work under the influence of alcohol, non-prescribed drugs, or controlled substances.
24. Disregard of known safety rules or common safety practices.
25. Unsafe operation of motor driven vehicles.
26. Operating machines or equipment without safety devices provided.
27. Gambling, lottery, or any other game of chance on district property.
28. Unauthorized distribution of literature, written or printed matter of any description on district property.
29. Posting or removing notices, signs, or writing in any form on bulletin boards of district property at any time without specific authority of the administration.
30. Poor workmanship.
31. Immoral conduct or indency including abusive and/or foul language.
32. No personal calls during working hours, except for emergencies. This includes in-coming and out-going calls.
33. Walking off job.
- **34. Clocking in or out another employee's time card.
35. Smoking in an unauthorized area or at any unauthorized time.
36. Failure to follow district dress code.
37. Refusal of job transfer within the district, if transfer does not result in a demotion.
38. Abuse of "breaks" (rest periods) or meal period policies.
39. Insubordination of any kind.
40. Violation of any district rule or policy.
41. Violation of any administrative rule or order.
42. When it is in the best interest of the school district any support personnel may be suspended, demoted, or terminated.

** This may not apply; signing in or out on time sheets, etc. should be substituted.

Violations of any of the above shall be sufficient grounds for the suspension, demotion, or termination of the support employee.

Administrative Implemental Procedures:

1. Nothing contained in this policy shall prevent the board of education from acting on its own volition in matters pertaining to suspension, demotion, or termination of support employees.
2. Whenever the superintendent of schools is of the opinion that the immediate suspension of a support employee is necessary and in the best interest of a school district the superintendent may suspend the employee without notice or hearing. If an employee is suspended for a period exceeding 10 days, the superintendent of the district shall initiate proceedings for termination and shall follow the procedures set forth in this policy. However, in a case involving a criminal charge, the suspension may be delayed until the case is adjudicated at trial. Nothing herein shall prevent proceeding against the employee during or after the suspension for termination as provided in this policy

3. Prior to any demotion or termination the support employee shall receive notice of his or her right to a hearing, which if requested will be conducted by the Commerce Board of Education. All notices shall be by certified mail, with the postmark used to determine the timeliness of such notice. The support employee must request a hearing within 10 working days of said notice or be deemed to have waived his or her right to a hearing.
4. If the support employee requests a hearing, the hearing shall be conducted at the next or next succeeding regularly scheduled meeting of the Commerce Board of Education if the request is received by the clerk of the board at least 10 days prior to aforesaid meeting. A special meeting may be conducted if requested by the employee or at the discretion of the Commerce Board of Education. The special meeting shall be conducted no sooner than 10 days nor later than 30 days after receipt of employee's request.
5. The decision of the Commerce Board of Education shall be final.
6. Nothing in the above stated policy shall be construed to prevent layoffs for lack of funds or lack of work.

Adopted by the Commerce Board of Education June 22, 1981.