

**Administrative Procedures for Policy #1750 (Administration)
Regarding Employee Discipline**

I. Definitions

- A. Immorality – An act or course of conduct or behavior that conflicts with generally held moral principles of the community and is not in keeping with the standards expected of individuals who are employed by Calvert County Public Schools.
- B. Misconduct in Office – any wrongdoing by an employee in relation to the duties of his/her assigned position. The conduct of the employee has clearly impaired the employee’s effectiveness in the performance of his/her duties and as a role model for students.
- C. Insubordination – Failure to follow direct instructions from a person in a position of authority (e.g., supervisor, administrator) or taking steps outside of the grievance or appeal process to undermine the authority of a supervisory employee.
- D. Incompetency – Failing to display the knowledge, skills, ability requisite to the position, and/or failing to adequately perform the duties of an assigned position.
- E. Willful Neglect of Duty – Failure to follow a requirement of Public-School Law, regulations of the Department of Education, policies, and procedures of the school system, directives, or job requirements known to the employee. An act of “willful neglect of duty” would include situations where the employee intends an act of neglect of duty but may not intend the consequences of the act.
- F. Verbal Warning – An verbal statement to the employee indicating the following: a verbal warning is being given; the material facts, including actions, involving the inappropriate behavior; the behavior and/or performance fails to meet an acceptable level; expectations for future behavior and/or performance; and an offer to provide assistance. A notation is placed in administrator’s working file.
- G. Written Warning – A written statement to the employee indicating the following: a written warning is being given; the material facts, including actions, involving the inappropriate behavior; the behavior and/or performance fails to meet an acceptable level; expectations for future behavior and/or performance; an offer to provide assistance; and a proof of receipt statement signed by the employee. A written warning may be made a part of the employee’s personnel file.
- H. Letter of Reprimand – A written statement to the employee indicating the following: a letter of reprimand is being given; the material facts, including actions, involving the inappropriate behavior; reference to prior written warning, if appropriate; the behavior and/or performance in relation to one of the five categories listed in the Education Article 6-202; expectation for future behavior and/or performance; an offer to provide

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Procedures Written: 3/10/05

Procedures Revised: 10/11/05; 11/1/06; 8/18/08; 3/10/11; 12/7/15

assistance; a warning that the employee will be subjected to further disciplinary action up to and including dismissal if the employee fails to correct the behavior and/or performance in the future; and proof of receipt statement signed by the employee. A letter of reprimand shall be made a part of the employee's personnel file.

- I. Suspension – The temporary removal for disciplinary reasons, either with or without pay, of an employee from his/her assignment.
- J. Demotion – Reduction to a lower salary grade, rate of pay, and/or position for disciplinary reasons or in conjunction with another disciplinary measure(s).
- K. Dismissal – Discharge from employment.

II. Regulations

- A. Administrators and supervisors shall take appropriate action to resolve any situations in which an employee has failed to conform to this policy.
- B. The Calvert County Public School System recognizes that action taken by the administrator/supervisor will be informed by the standards established for employees by federal and state laws and regulations, rules and regulations of the State Board of Education and the Maryland State Department of Education and the policies and procedures of the Calvert County Public School System. Additionally, the Calvert County Public School System recognizes that appropriate disciplinary action for all employees may include suspension or dismissal of the employee.
- C. This policy may be used in conjunction with any other existing policy and future policies which include a specification for disciplinary action toward an employee.
- D. The Calvert County Public School System recognizes the following kinds of disciplinary actions, any of which are available and will be used in accordance with the circumstances:
 - 1. Verbal Warning
 - 2. Written Warning
 - 3. Letter of Reprimand
 - 4. Suspension with or without pay
 - 5. Demotion
 - 6. Dismissal
- E. The Board of Education recognizes the following as reasons for imposing discipline. Cited here are categories with examples of infractions that might warrant disciplinary action. This list is not comprehensive, and examples may apply to more than one category.
 - 1. Immorality
 - a. Immodest, lewd, obscene conduct or language that renders the employee unfit for the performance of his/her duties

- b. Inducing students or others to participate in or commit an act or acts which are immodest, indecent, obscene or illegal
 - c. Other conduct deemed incompatible with the educational mission of the school
 - d. Conduct contributing to the delinquency of a minor
 - e. Child abuse
2. Misconduct in Office
- a. Knowingly failing to report suspected child abuse
 - b. Sexual harassment
 - c. Intimidation of students, staff or citizens at large, including use of racial slurs and/or other derogatory remarks
 - d. Misuse or negligent treatment of Board of Education property
 - e. Disclosing confidential information to unauthorized persons
 - f. Inappropriate/unprofessional conduct toward or relations with other persons
 - g. Abuse of alcohol or other controlled dangerous substances and possession and/or use of illegal drugs and controlled dangerous substances
 - h. Falsifying of any school record or employment application
 - i. Misuse of school/school system funds
 - j. Disorderly conduct on school property or while on duty to include: fighting, threatening, attempting to inflict bodily harm on another person, and/or using the employee's position to access information not necessary to the discharge of his/her duties.
 - k. Possession of firearms or other weapons on Board property unless that possession is in accordance with Policy 1515 – Weapons in Calvert County Public Schools
 - l. Dating and/or having a sexual relationship with a student
3. Insubordination.
- a. Failure to perform all work and duties assigned by a supervisor/ administrator in charge
 - b. Failure to follow the written or verbal instruction of a supervisor/ administrator in charge
 - c. Failure to follow CCPS policies and procedures, collective bargaining agreements, and applicable local, state, and federal laws
4. Incompetence

- a. Failing to complete work assignments
 - b. Performing work assignments in an inappropriate or unsatisfactory manner
 - c. Performing inconsistently to the detriment of students and/or the system
- 5. Willful Neglect of Duty
 - a. Unexcused absences
 - b. Excessive tardiness
 - c. Unauthorized absence or misuse of leave
 - d. Job abandonment
- III. In implementing this policy, every attempt will be made to follow the progressive forms of discipline where appropriate. The specific form of discipline chosen in an individual case will be solely at the discretion of the Superintendent or designee; however, the suspension or termination of certificated employees will be administered in accordance with the Annotated Code of Maryland §6-202.
- IV. The Calvert County Public School System recognizes the constitutional rights of employees and assures them the protection of due process of law. In implementing this policy, all supervisors/administrators shall follow due process in the disciplining of employees.
- V. The Superintendent or designee may make changes in regular assignments or temporarily reassign employees to temporary or existing positions pending completion of personnel investigations and/or appropriate disciplinary action.