

The Board of Education directs all employees to observe statutes, rules of the State Board of Education, policies of this Board, and duly promulgated administrative rules and regulations governing staff conduct. Violations of those statutes, rules, and policies will be subject to discipline.

Supervisory Discipline

Supervisory discipline shall consist of those minor violations which may result in a recommendation to the Superintendent for suspension not exceeding three days.

Informal reprimands should be documented by the Supervisor, thoroughly discussed with the offending employee, and a copy sent to the Superintendent.

In the event the employee wishes to appeal a reprimand, he or she may request a hearing which shall be granted according to the procedures of the District set forth under Supervisory Discipline.

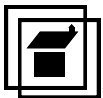
No penalty which arises out of supervisory discipline shall be imposed without the concurrence of the Superintendent and the opportunity to appeal. In the exercise of supervisory discipline, the employee who is alleged to be guilty of violations of rules, regulations or procedures, shall be served with a formal notice and specification of the alleged violation which shall be referred to as "Advisory Notice of Disciplinary Action."

The employee involved in a supervisory disciplinary action shall be advised of the date, time, and place of the hearing of the charges. The hearing notice shall be served upon the employee no less than five days in advance of the date fixed for the hearing.

The date of the hearing may be changed by mutual consent. The employee shall be entitled to and may select representation of his or her choice. In all cases, the Superintendent shall receive a copy of the "Advisory Notice of Disciplinary Action."

As a respondent, the employee involved shall be entitled to: request in his or her defense such witnesses as he or she may wish to have present; the right to cross examination of all witnesses; and the right to have made available to him or her such records, files, and documents as he or she may consider necessary to his or her defense.

Administrative Discipline



POLICY

RIVERSIDE TOWNSHIP BOARD OF EDUCATION

SUPPORT STAFF
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DISCIPLINE

Administrative Discipline shall consist of those major or flagrant violations of rules, regulations or procedures which may be based on a Superintendent's recommendation. Such action may result in a suspension of more than three days, a demotion, or dismissal.

The following offenses are considered major and call for immediate dismissal: drinking or the use of drugs while on duty; stealing; fighting on school grounds; and sleeping on duty.

Providing all of the preceding rules, regulations and procedures have been complied with, any employee who is found guilty of a major or flagrant violation of rules, regulations, or procedures, shall have the right to appeal, in writing, to the Board within five days next succeeding the judgment rendered by the Superintendent. A decision on appeal shall be rendered within ten working days after receipt of appeal.

In the event the decision of the Board is unsatisfactory, the employee may submit the matter to binding arbitration. All requests for binding arbitration shall be filed within two working days after receipt of the decision of the Board. A copy of said request shall be given to the Board. The cost of arbitration shall be borne by the loser.

N.J.S.A. 18A:25-7; 18A:27-4
N.J.S.A. 34-13A-1 et seq.; 34:19-1

Adopted: 18 January 1996

