

Administrative Directive Title: Corrective Action and Progressive Discipline	AD Number: 5.200.1	Adopted: August 1992 Former Descriptor: PER3
Policy References: Board Policy 5.200 – Separation Practices for Tenured Teachers Board Policy 5.201 - Separation Practices for Non-Tenured Teachers Board Policy 5.202 - Separation Practices for Non-Certified Employees	Revised: 3/99; 6/08; 2/11; 4/12; 2/14; 6/14; 9/18; 7/19; 11/24	

1 General expectations for employees are outlined in Board Policy 5.600, Staff Rights and
 2 Responsibilities, and the Murfreesboro City Schools Employee Handbook. The purpose of this
 3 procedure is to establish a consistent and fair approach to addressing employee expectations, employee
 4 performance, or behavior issues in the school district. It is designed to promote positive behavior,
 5 improve performance, and ensure efficiency and effectiveness of overall district operations.

6 Murfreesboro City Schools practices progressive discipline to address deficiencies in employee work
 7 performance or conduct, except in situations where immediate action must be taken to ensure the safety
 8 of students and/or staff. This procedure does not require the school district to apply discipline in a
 9 progressive manner, but rather, provides guidance for supervisors. In compliance with Board policy, the
 10 district may impose discipline consistent with the seriousness of the employee’s conduct. This procedure
 11 for progressive discipline does not limit or alter the district's authority to decide on the nonrenewal of
 12 employment contracts in accordance with T.C.A. § 49-5-409.

13 Progressive discipline may include, but is not limited to, informal discussion, oral warning, written
 14 warning, written reprimand, enrollment in professional skills enhancement programs, suspension
 15 without pay, demotion, change in contract status or termination of employment.

16 **A. Supervisory Counseling**

- 17 a. Informal discussions: Supervisors are encouraged to resolve discipline matters informally
- 18 with their employees. In cases of minor misconduct or performance issues, supervisors
- 19 should verbally discuss the misconduct or performance problem/s with the employee and
- 20 develop solutions. Documentation concerning these discussions can be informal (i.e.,
- 21 notes or follow-up e-mails) shall be maintained by the supervisor at the department level.
- 22 b. Formal verbal warning: If informal discussions with the employee have not addressed the
- 23 issue, or the nature and severity of the issue warrants more stringent action, the employee
- 24 shall be given a formal verbal warning that their conduct or performance does not meet
- 25 acceptable standards. The verbal warning should be specific as to the reason for the action
- 26 and should include a description of corrective action the employee should take. The
- 27 supervisor should clearly state that this is a verbal warning and that future incidents or
- 28 failure to improve job performance, conduct, or attendance may result in more
- 29 progressive discipline. A record of the time and date of the warning, the reason it was

30 given, corrective action to be taken, and the date of the incident being addressed should
31 be created and maintained by the supervisor.

32 **B. Formal Employee Discipline**

33 a. **Written Reprimand:** a written reprimand is considered formal employee discipline that is
34 taken after conversation and formal verbal warnings have proven ineffective, or the
35 conduct at issue constitutes a serious violation of policies or procedures. Supervisors
36 should draft a written reprimand that clearly states the specific facts or data supporting
37 the issuance of the reprimand, the expectations for improvement, and the timeline for
38 improvement. A copy of the written reprimand should be provided to the Human
39 Resources Department for inclusion in the employee's permanent file.

40 b. **Performance Improvement Plans**

41 i. **Certified employees:** Certified employees who continue to display a pattern of
42 poor performance or behavior may be placed on a performance improvement plan,
43 with input from the Human Resources Department and Instruction and
44 Curriculum Departments. Performance improvement plans should clearly indicate
45 the area(s) of deficiency based on TEAM domains, evidence supporting each are
46 of deficiency, actions to address areas of deficiency, the monitoring plan and
47 timeline, and expected measurable outcomes.

48 ii. **Classified employees:** Classified employees who continue to demonstrate a
49 pattern of poor performance or behavior may be placed on a performance
50 improvement plan. Supervisors should clearly outline objective expectations for
51 improvement and provide timelines and measurements for meeting the
52 expectations, along with a regular schedule to assess progress.

53 c. **Recommendation for Suspension**

54 i. Suspension is a method of formal discipline that must be administered pursuant
55 to the requirements of Board Policies 5.200, 5.201, or 5.203. Suspension decisions
56 may only be made by the Director of Schools.

57 ii. A supervisor may recommend the suspension of an employee based on poor
58 performance or behavior. The recommendation for suspension should follow
59 more informal and formal disciplinary steps, except in the case of a serious
60 violation of policies and/or procedures, or as the result of an investigation or
61 criminal charge or conviction.

62 iii. Suspension notices will be maintained by the Human Resources Department in
63 the employee's permanent file.

64 d. **Recommendation for Transfer or Demotion**

65 i. An employee may be reassigned to a different role or position within the district
66 as a result of poor performance or behavior. A transfer for disciplinary purposes
67 or a demotion cannot be instituted without the approval of the Director of Schools.

68 ii. **Transfer:** If it is determined that the employee's performance or behavior may be
69 better suited in another role or at a different location within the district, a transfer
70 may be recommended to the Director of Schools. The Director of Schools will
71 only consider a disciplinary transfer following a review of prior disciplinary
72 action and after affording an employee the ability to provide a response to the
73 recommendation prior to approving the transfer. Transfers can be lateral (to an

- 74 equivalent position) or to a different department/school, depending on available
75 openings and the employee's qualifications.
- 76 iii. Demotion: In circumstances where an employee consistently fails to meet the
77 expectations of their current job position, despite prior corrective action, demotion
78 to a lower-level position may be recommended to the Director of Schools. The
79 Director of Schools will assess whether demotion is an appropriate course of
80 action given prior disciplinary action and will afford the employee the ability to
81 provide a response to the recommendation prior to approving the demotion.
- 82 e. Recommendation for Dismissal
- 83 i. Dismissal of an employee is a formal disciplinary action that ends the employment
84 relationship between the employee and district.
- 85 ii. Dismissal decisions may only be made by the Director of Schools. Any dismissal
86 must be administered pursuant to the requirements of Board Policies 5.200, 5.201,
87 or 5.203.