

# NORTHERN TIER CAREER CENTER

SECTION: EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY  
PROCEDURES

ADOPTED: June 28, 2012

REVISED:

317. CONDUCT/DISCIPLINARY PROCEDURES	
1. Authority	<p>All administrative, professional and support employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of the center requires the cooperation of all employees working together and complying with a system of Joint Operating Committee policies, administrative regulations, rules and procedures, applied fairly and consistently.</p>
SC 1850.1	<p>The Joint Operating Committee directs that all employees shall be informed of conduct that is required and is prohibited during work hours and the disciplinary actions that may be applied for violation of Joint Operating Committee policies, administrative regulations, rules and procedures.</p>
SC 1121, 1122, 1126, 1127, 1128, 1129, 1130 2 Pa. C.S.A. Sec. 551 et seq	<p>When demotion or dismissal charges are filed against a certificated administrative or professional employee, a hearing shall be provided as required by applicable law. Noncertificated administrative and support employees may be entitled to a Local Agency Law hearing, at the employee's request.</p> <p>The vote to discharge shall be by a two-thirds vote of all members of the Joint Operating Committee. A vote to provide a degree of punishment less than a discharge shall be by a majority of a quorum present at a meeting at which such vote is to be taken.</p>
SC 510	<p>All employees shall comply with Joint Operating Committee policies, administrative regulations, rules and procedures; attempt to maintain order; perform assigned job functions; and carry out directives issued by supervisors.</p> <p>When engaged in assigned duties, employees shall not participate in activities that include but are not limited to the following:</p> <ol style="list-style-type: none"> <li>1. Physical or verbal abuse, or threat of harm, to anyone.</li> <li>2. Causing intentional damage to center property, facilities or equipment.</li> </ol>

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<p>Pol. 351</p>	<p>3. Forceful or unauthorized entry to or occupation of center facilities, buildings or grounds.</p> <p>4. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.</p> <p>5. Use of profane or abusive language.</p>
<p>SC 1122</p>	<p>6. Failure to comply with directives of center officials, security officers, or law enforcement officers.</p> <p>7. Carrying onto or possessing a weapon on center grounds without authorization from the appropriate school administrator.</p>
<p>SC 1122</p>	<p>8. Violation of Joint Operating Committee policies, administrative regulations, rules or procedures.</p>
<p>SC 1122</p>	<p>9. Violation of federal, state, or applicable municipal laws or regulations.</p> <p>10. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the center, or any activity sponsored or approved by the Joint Operating Committee.</p>
<p>2. Delegation of Responsibility SC 1122, 1151</p>	<p>The Administrative Director or designee shall develop and disseminate disciplinary rules for violations of Joint Operating Committee policies, administrative regulations, rules and procedures that provide progressive penalties, including but not limited to verbal warning, written warning, reprimand, suspension, demotion, dismissal and/or pursuit of civil and criminal sanctions.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1122, 1126, 1127, 1128, 1129, 1130, 1151, 1850.1</p> <p>Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq.</p> <p>Joint Operating Committee Policy – 000, 351</p>