

## Centralia SD

### Section F. Just Cause

No teacher shall be disciplined or adversely affected without just cause. The District shall promptly notify the Association in the event disciplinary action is taken.

An employee shall be entitled to have an association representative present at any meeting in which the employee reasonably believes may lead to disciplinary action. In the event disciplinary action is to be taken, the administrator will advise the employee of their right to representation.

The district agrees to follow a policy of progressive discipline identified as 1) verbal warning, 2) written warning, 3) letter of reprimand, 4) suspension/discharge.

Any disciplinary action shall be appropriate to the behavior which precipitated the action. Progressive discipline may be bypassed if the behavior so warrants the action.

Complaints made against a teacher by a parent, student; or other person will be promptly called to the attention of the teacher within five (5) work days, except in cases of criminal investigation. Any complaint not called to the attention of the teacher may not be used as the basis for any disciplinary action against the teacher or to be used for evaluation.

## **Washougal SD**

### **Section 2.3 Just Cause**

- A. It is recognized that certificated employees are entitled to the same constitutional rights, as are other citizens.
- B. No employee shall be reprimanded, reduced in rank or compensation, or otherwise disciplined, except for just cause in accordance with the Seven Tests of Just Cause.
- C. Any complaint made against an employee or person, for whom the employee is administratively responsible, by any parent, student or other person will be called to the attention of the employee within five (5) working days of the administrator's knowledge of the complaint providing there is no reasonable basis for a delayed notification (e.g., employee or supervisory absence, necessary pre-investigation, etc.). Any complaint not called to the attention of the employee may not be used as the basis for any disciplinary action against the employee.
- D. In the event a disciplinary action is taken or a discussion is held that may lead to disciplinary action, the employee shall be advised of the right to representation. The specific grounds forming the basis for any disciplinary action will be made available in writing to the employee and the Association.
- E. The employer agrees to follow a policy of progressive discipline which minimally includes: verbal warning, written warning, reprimand, suspension or discharge as final and last resort. When the employer issues a written warning, it must state that the written warning is a step in the disciplinary procedure. Certain infractions, because of their severity would

permit the bypass of the initial steps of progressive discipline (e.g., egregious conduct; offenses identified in the RCW's and WAC's as grounds for dismissal or discharge). Any disciplinary action taken against an employee shall be appropriate to the behavior which precipitates said action. Such discipline shall be in private.

- F. The above steps of progressive discipline do not preclude the use of other non-traditional forms of discipline, (e.g., involuntary reassignment to non-classroom or other certificated assignments).

## **Battle Ground**

- 2.4 In the case of any disciplinary action taken against an employee, the District agrees to follow a policy of progressive discipline, which includes verbal warning, written warning, reprimand, suspension with pay, with nonrenewal or discharge as a final action when warranted. Discipline shall start at an appropriate level in the progressive discipline continuum depending on the seriousness of the case. The District may bypass the steps of progressive discipline if the severity or nature of the employee's behavior warrants more serious or immediate action.

HOCKINSON SD

### **SECTION B. JUST CAUSE 503**

No employee shall be disciplined (including warnings, reprimands, suspensions, reductions in rank, discharge, non-renewals, terminations or other actions which adversely affect the employee) without just cause. Such discipline shall be in private.

The District agrees to follow a policy of progressive discipline which shall include verbal warning, written reprimand, suspension without pay, and when required by circumstances, discharge or non-renewal as final action. When circumstances dictate due to concerns for the health, welfare, or safety of pupils or staff members, discipline may begin with suspension followed by dismissal.

All information forming the basis for any discipline shall be made available in writing to the employee and upon approval and/or request of the employee, to the Association.

Whenever an employee is questioned by a supervisor for the purpose of seeking information which may be used as the basis for a written reprimand, suspension, discharge or nonrenewal, the employee shall be advised that he/she is entitled

to request and to have present a representative of the Association or legal representative at any meeting relating to such discipline. The District shall have the right to an additional representative or legal counsel at such meeting.

## Woodland SD

### 9.2 Due Process

No employee shall be disciplined or adversely affected without just cause. The specific grounds forming the basis for disciplinary action will be made available to the employee. Appropriately voicing opinions to a supervisor, asking questions, or disagreeing with an administrator shall not be considered just cause.

The District will offer the employee the option to have Association representation, to which they are entitled, prior to any meeting which the administrator reasonably believes may lead to discipline. When a request for such representation is made, no action shall be taken with respect to the employee until such representative of the Association is present.

The District agrees to follow a policy of progressive discipline (generally oral warning, written reprimand, suspension without pay, and termination), however, disciplinary action taken against an employee shall be appropriate to the behavior which precipitates said action and may start at a higher step when circumstances warrant.

Any complaint made against an employee by a parent, student or other person will be called to the attention of the employee within ten (10) working days, unless it would interfere with an investigation, in which case the employee will be notified as promptly as reasonably possible. Any complaint not called to the attention of the employee may not be used as the basis of any disciplinary action against the employee. The District will provide documentation of the complaint upon employee request.

Any criticism of any employee by a supervisor, administrator, or other agent of the employer shall be made in confidence and never in the presence of students, parents of students, other employees, or at public gatherings. All critiques made shall be confidential.

## Ridgefield SD

The District agrees to follow a policy of progressive discipline which minimally shall include verbal warning, written reprimand, suspension without pay, and discharge.

The District reserves the right to start at any appropriate level in the progressive discipline continuum depending on the seriousness of the case. No certificated employee shall be disciplined without just cause. Such discipline will be private. Discipline and any violations of contractual procedures in an evaluation of a teacher's performance shall be subject to the grievance procedure hereafter set forth.

An employee has the right to have a representative from the Association and/or counsel present when the employee is being disciplined or reasonably believes the meeting will result

in disciplinary action. All information forming the basis of any reprimand, warning or discipline shall be in writing and made available to the employee.

Any formal complaint made against an employee by any parent, student or other person shall be called to the attention of the employee as soon as possible. A written complaint which could reasonably affect the employee's evaluation or which might result in disciplinary action against the employee must be submitted in writing to the employee's supervisor. Within five (5) working days this formal written complaint shall be called to the attention of the employee.

Camas SD

### **Section 3.17 Just Cause**

- (a) No employee shall be disciplined without just cause.
- (b) The specific grounds forming the basis for disciplinary action will be made available to the employee and the Association in writing.
- (c) An employee shall be entitled to have present a representative of the Association during any formal disciplinary action. (Formal discipline is any discipline that is provided the employee in writing and placed in the individual's personnel file.) Further, in the event a disciplinary action is to be taken, the employee shall be advised of the right to representation under this provision of the Agreement prior to the action being taken.
- (d) The employer agrees to follow a policy of progressive discipline which minimally includes verbal warning, reprimand, and suspension with pay, with non-renewal or discharge as a final and last resort. Any disciplinary action taken against an employee shall be appropriate to the behavior which precipitates said action. Such discipline shall be in private. When the employer issues a verbal warning, he/she must state to the employee, this is a verbal warning and therefore the first step in the disciplinary procedure.
- (e) Any complaint made against an employee or person for whom the employee is administratively responsible, by any parent, student, or other person will be promptly called to the attention of the employee. Any complaint not called to the attention of the employee within ten (10) days of knowledge of the alleged complaint may not be used as the basis for any disciplinary action against the employee. **At the employee's request, the employee shall be informed of the exact position of complainant (student, parent/guardian, colleague, administrator or patron), the exact frequency and number of complaints, and whether the complaints were communicated verbally or in writing.**
- (f) These enumerated forms of discipline, failure to adhere to the evaluation criteria, as well as procedural errors in evaluation of an employee's performance shall be subject to the grievance procedure; provided, however, that any employee receiving a notice of probable cause for discharge or adverse effect on his/her contract pursuant to RCW 28A.405.300 or receiving a notice of probable cause for non-renewal of contract pursuant to RCW 28A.405.210 or RCW 28A.405.220 shall have only the statutory rights set forth in RCW 28A.405.310 and RCW 28A.405.220