

3.5 Equitable Treatment


- a. Without limiting the District's right to impose an appropriate level of discipline, including termination, when the seriousness of the offense warrants, the District will practice the principles of progressive discipline.
- b. In any disciplinary action, the specific incident must be cited and the employee must be permitted to respond to the incident if he/she so desires.
- c. Discipline results in a written document placed in the employee's personnel file. The employee shall have the opportunity to read and sign the document prior to its placement in the personnel file.
- d. The employee receiving a letter indicating termination has the right to appeal that decision through the grievance process (Article 5). The appeal must be filed with the Superintendent (Step 2) within ten (10) work days unless the employee declines further action. "Progressive discipline" normally means at:

Level 1 - a written letter of warning

Level 2 - a written letter of reprimand

Level 3 - a written letter indicating loss of pay

Level 4 - a written letter indicating termination

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