

ARTICLE IV ASSOCIATION RIGHTS

4.1 Employee Discipline

- 4.1.1 For the remediable offenses of tenured teachers or permanent ESPs (i.e. ESPs who have cleared the probationary period), the District shall follow the practice of progressive discipline. Except for dismissal of employees or employee evaluation, no tenured teacher or permanent ESP shall be issued a written notice for either remediation or discipline (written warning, suspension) except for cause.
- 4.1.2 Disciplinary action will be progressive and, except for gross misconduct, in accordance to the following schedule. The Superintendent, depending upon the circumstances of each case, will determine the sequence and necessity for the following steps:
1. Verbal Warning
 2. Written Warning
 3. One to Five day suspension (with or without pay)
 4. Discharge for cause

4.2 Right of Representation

An employee shall be entitled to have present a representative of the Association during a meeting with the principal, superintendent, or Board in which an oral warning, suspension, or discharge will happen. This does not preclude the administration from holding an exploratory conference with an employee without Association representation. If an employee feels that his/her formal evaluation is inaccurate, the employee may request a subsequent meeting with the evaluator. At such meeting, the employee may have a local representative present.

4.3 Personnel File

Each employee shall have the right to review the contents of his/her own file during the regular business hours. All pre-employment confidential materials are excluded from this right to review. Review of the official file shall be at a time, place, and method designated by the Superintendent. After review of the file, the employee shall have the right to insert into the file written reactions to material therein. The employee shall not remove any material from his/her file, and the review of the employee's personnel file shall be in the presence of the Superintendent or designee.

4.4 Complaints

- 4.4.1 If there is a complaint to the administration or by the administration concerning an employee, the administration shall inform the employee of the complaint within five (5) workdays after the verification of said complaint. Failure to notify the employee of a complaint during this period will bar the complainant from appearing as part of any evaluation of the employee.
- 4.4.2 Should the employee, administrator, or complainant believe that the allegations in the complaint warrant a meeting, the administrator will attempt to schedule a meeting between the employee, the complainant, and the administrator.

4.5 Dues Deductions

- 4.5.1 The Board shall deduct from each employee's pay the current dues of the Association, provided that the Board has an employee executed authorization for annual dues deduction, the amount of which shall be certified by the Association. The authorization shall remain in effect throughout the current school year, except that any employee may revoke it at any time upon written request to the Board by the employee who originally authorized the deduction. Upon receipt of any revocation, the Board shall notify the Association in writing within five (5) business days of said revocation.