

Personnel – Certified/Non-certified

Progressive Disciplinary Action/Suspension/Dismissal

The Executive Director or designee is directed to adhere to the following procedures for the dismissal, suspension or demotion of any employee for reasons of incompetence, willful neglect of duty, malfeasance, immoral or improper conduct, insubordination, behavior in violation of CREC policies and regulations, mental and/or physical illness or disability and other due and sufficient cause which are, in the opinion of the CREC Council, a hindrance to CREC, the staff or the students. A notice of disciplinary action taken shall contain a statement in ordinary and concise language of the specific charges on which the disciplinary action is based. The notice shall contain specific action or behavior with which the employee is charged. Dismissal or demotion will be made only after written charges have been filed. The Executive Director/designee will notify the employee in writing, stating the charges brought against the employee, and if necessary, arrange for a hearing to be held. Disciplinary sanction up to and including dismissal and referral for prosecution will be imposed on employees who violate the standards of conduct or commit a crime against State or Federal law.

Employees will be given a copy of the standards and the statement of disciplinary sanctions, as well as information about any drug and alcohol counseling and rehabilitation programs that are available to employees.

Definitions:

“Suspension” means temporary removal of an employee from a position with loss of pay, as a disciplinary measure, or removal from a position preliminary to a decision by the Council on charges leading to dismissal or demotion.

“Demotion” means reduction of an employee from a given class or group of similar positions combined under a common title to a class or group having a lower salary rate.

“Dismissal” means separation, discharge or permanent removal of an employee from service in CREC for cause, in accordance with the policies and regulations of the Council.

Except where circumstances justify, disciplinary action shall follow this order: (a) verbal warning, (b) written warning-probation, (c) suspension and (d) demotion and/or dismissal.

In any case where the Executive Director or designee deems it necessary or proper, the employee may be suspended until it has determined what disciplinary action to take, if any, against the employee.

This suspension may be without pay.

One or more of the following causes may be sufficient grounds for imposing a disciplinary measure:

1. Incompetency or inefficiency in the performance of the duties of the assigned position;
2. Insubordination (including, but not limited to, refusal to do assigned work);
3. Carelessness or negligence in the performance of duty or in the care or use of CREC property;
4. Discourteous or offensive or abusive language or conduct toward other employees, students or the public;
5. Dishonesty;
6. Drinking alcoholic beverages on the job, or reporting for work while intoxicated;
7. The unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as part of any of its activities;
8. Personal conduct unbecoming a CREC employee;
9. Engaging in political activities during assigned hours of employment or otherwise in violation of applicable CREC policies or regulations;
10. Conviction of any crime involving moral turpitude, including a sex offense;
11. Repeated and unexcused absences or tardiness;
12. Abuse of leave privileges;
13. Falsifying any information supplied to CREC, including but not limited to, information supplied on application forms, employment records or any other CREC records;
14. Persistent violations of, or refusal to obey, safety rules and regulations made applicable to the public schools by the Council, the Executive Director or by any appropriate state or governmental agency;
15. Offering anything of value or offering any service in exchange for special treatment in connection with the employee's job or to any member of the public;

- 16. Abandonment of position.
- 17. Other due and sufficient causes.

The process for reassignment, discipline, removal, and appeals for bargaining unit employees shall be governed by their respective contracts.

Legal Reference: Connecticut General Statutes

10-221. Boards of education to prescribe rules, policies and procedures.

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CAPITOL REGION EDUCATION COUNCIL
Hartford, Connecticut