

SUSPENSION, DEMOTION, OR TERMINATION OF SUPPORT EMPLOYEES

In order to comply with Title 70 of the Oklahoma Statutes, Sections 24-132 through 24-136, Tonkawa Board of Education hereby adopts the following procedures for the suspension, demotion, or termination of support employees.

For the purposes of this policy a "support employee" is defined as an employee of the school district who provides those services, not performed by professional educators or licensed teachers that are necessary for the efficient and satisfactory functioning of a school district.

No support employee who has been employed in the school district for one year or more may be suspended, demoted, or terminated except for causes set out by this policy.

Causes for Employment Action

In order to comply with Title 70 of Oklahoma Statutes Sections 24-132 through 24-136, the board of education hereby adopts the following causes for suspension, demotion, or termination. Any of the violations listed below shall be sufficient grounds for the suspension, demotion, or termination of the support employee.

1. Failure to be at work station at starting time
2. Leaving work station without authorization prior to lunch periods or end of work day
3. Excessive unexcused absenteeism
4. Chronic absenteeism for any reason
5. Excessive tardiness
6. Wasting time or loitering during working hours
7. Leaving work area during working hours, without permission first, for any reason
8. Falsification of personnel or other records
9. Possession of weapons on the premises at any time
10. Removing district property, records or confidential information from premises without proper authority

11. Willful abuse, misuse, defacing, or destruction of district property, including tools and equipment, or other property of other employees
12. Theft or misappropriation of property of employees, students, or the district
13. Sabotage
14. Distracting the attention of others
15. Refusal to follow instructions of supervisor
16. Refusal or failure to do work assignment
17. Unauthorized operation of machines, tools, or equipment
18. Threatening, intimidating, coercing or interfering with employees or supervision at any time
19. Making or publishing false, vicious, or malicious statements concerning any employee, supervisor, or the district
20. Creating disturbances on the premises at any time
21. Creating or contributing to unsanitary conditions
22. Practical jokes injurious to employee's or district property.
23. Possession, consumption, or reporting to work under the influence of alcohol, nonprescribed drugs, or controlled substances
24. Disregard of known safety rules or common safety practices
25. Unsafe operation of motor driven vehicles
26. Operating machines or equipment without safety devices provided
27. Gambling, lottery, or any other game of chance on district property
28. Unauthorized distribution of literature, written or printed matter of any description on district property
29. Posting or removing notices, signs, or writing in any form on bulletin boards of district property at any time without specific authority of the administration

30. Poor workmanship
31. Immoral conduct or indecency, including abusive and/or foul language
32. Personal calls during working hours, except for emergencies (including in-coming and out-going calls)
33. Walking off job
34. Smoking in an unauthorized area or at any unauthorized time
35. Failure to follow district dress code
36. Refusal of job transfer within the district, if the transfer does not result in a demotion
37. Abuse of "breaks" (rest periods) or meal period policies
38. Any working of overtime without prior authorization from supervisor
39. Insubordination of any kind
40. Violation of any district rule or policy
41. Violation of any administrative rule or order
42. When it is in the best interest of the school district

Employment Action Without Cause

Whenever the superintendent of schools is of the opinion that the immediate suspension of a support employee is necessary and in the best interest of a school district, the superintendent may suspend the employee without notice or hearing. If an employee is suspended for a period exceeding ten days, the superintendent shall initiate proceedings for termination and shall follow the procedures set forth in this policy. However, in a case involving a criminal charge, the suspension may be delayed until the case is adjudicated at trial. Nothing herein shall prevent proceeding against the employee during or after the suspension for termination as provided in this policy.

Support employees with less than one year of service may be suspended, demoted, terminated or non-reemployed at any time without cause.

Hearing

Support employees with more than one year of service may be suspended, demoted, terminated or non-reemployed only for cause, in accordance with the following procedures.

1. The employee shall be advised in writing of the right to a hearing before the board as provided for under 70 O.S. Sections 6-101.46
2. If the employee requests a hearing within ten (10) working days after receiving the notice, a hearing will be scheduled at the next regularly scheduled board meeting or a special meeting called for that purpose.
3. If the employee fails to request a hearing within ten (10) working days of the notice, the employee shall be considered to have waived his/her right to a hearing.
4. The decision of the board of education shall be final.
5. Nothing in this policy shall be construed to prevent layoffs for lack of funds or lack of work.