

CHESTER COUNTY
 INTERMEDIATE
 UNIT 24

SECTION: EMPLOYEES
 TITLE: CONDUCT/DISCIPLINARY PROCEDURES
 ADOPTED: JULY 21, 2010
 REVISED: JUNE 15, 2016

317. CONDUCT/DISCIPLINARY PROCEDURES	
1. Authority	<p>All employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of Intermediate Unit programs and services requires the cooperation of all employees working together and complying with a system of Board policies, administrative regulations, rules and procedures, applied fairly and consistently.</p>
SC 964	<p>The Board directs that all Intermediate Unit employees shall be informed of conduct that is required and is prohibited during work hours and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.</p>
SC 963, 1121, 1122, 1126, 1127, 1128, 1129, 1130 2 Pa. C.S.A. Sec. 551 et seq	<p>When demotion or dismissal charges are filed against a certificated employee, a hearing shall be provided as required by applicable law. Noncertificated employees may be entitled to a Local Agency Law hearing, at the employee's request.</p> <p>All Intermediate Unit employees shall comply with Board policies, administrative regulations, rules and procedures; attempt to maintain order; perform assigned job functions; and carry out directives issued by supervisors.</p> <p>When engaged in assigned duties, Intermediate Unit employees shall not participate in activities that include but are not limited to the following:</p> <ol style="list-style-type: none"> 1. Physical or verbal abuse, or threat of harm, to anyone. 2. Causing intentional damage to Intermediate Unit property, facilities or equipment. 3. Forceful or unauthorized entry to or occupation of Intermediate Unit facilities, buildings or grounds.
Pol. 351	<ol style="list-style-type: none"> 4. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.

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<p>SC 1122</p>	<p>5. Use of profane or abusive language.</p> <p>6. Failure to comply with directives of Intermediate Unit officials, security officers, or law enforcement officers.</p> <p>7. Carrying onto or possessing a weapon on Intermediate Unit or school grounds without authorization from the appropriate administrator.</p>
<p>SC 1122</p>	<p>8. Violation of Board policies, administrative regulations, rules or procedures.</p>
<p>SC 1122</p>	<p>9. Violation of federal, state, or applicable municipal laws or regulations.</p> <p>10. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the Intermediate Unit, or any activity sponsored or approved by the Board.</p>
<p>2. Delegation of Responsibility SC 1122, 1151</p>	<p>All Intermediate Unit employees shall comply with state and federal laws and regulations, Board policies, administrative regulations, rules and procedures. Intermediate Unit employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors. All Intermediate Unit employees shall comply with mandatory legal requirements for current criminal history and child abuse background checks.</p> <p>The Executive Director or designee shall develop and disseminate disciplinary rules for violations of Board policies, administrative regulations, rules and procedures that provide progressive penalties, including but not limited to verbal warning, written warning, reprimand, suspension, demotion, dismissal, and/or pursuit of civil and criminal sanctions.</p> <p><u>Arrest Or Conviction Reporting Requirements</u></p>
<p>SC 111 24 P.S. Sec. 2070.9a</p>	<p>Employees shall use the designated form to report to the Executive Director or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.</p>
<p>23 Pa. C.S.A. Sec. 6344.3</p>	<p>Employees shall also report to the Executive Director or designee, in writing, within seventy-two (72) hours of notification, that the employee has been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.</p>
<p>SC 111</p>	<p>An employee shall be required to submit a current criminal history background check report if the Executive Director or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Executive Director or designee.</p>

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	<p>Failure to accurately report such arrests and convictions may subject the employee to disciplinary action up to and including termination and criminal prosecution.</p> <p>References:</p> <p>School Code – 963, 964, 1121, 1122, 1126, 1127, 1128, 1129, 1130, 1151</p> <p>Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq.</p> <p>Educator Discipline Act – 24 P.S. Sec. 2070.1a et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Board Policy – 000, 351</p>
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