



Education Center

5530 E. Northern Lights Blvd. • Anchorage, AK 99504 • 907-742-4000 • www.asdk12.org

MEMORANDUM

TO: Principals / Supervisors

FROM: Matthew Teaford, Chief Human Resources Officer

DATE: November 12, 2019

SUBJECT: Addressing Employee Misconduct: Just Cause, Counseling, and Discipline



Investi atin, and Documentin, Misconduct and On oin Performance Deficiencies

A critical step in addressing workplace misconduct is determining whether there is sufficient evidence to substantiate the allegations. Although most investigations will be relatively.



ATTACHMENTS

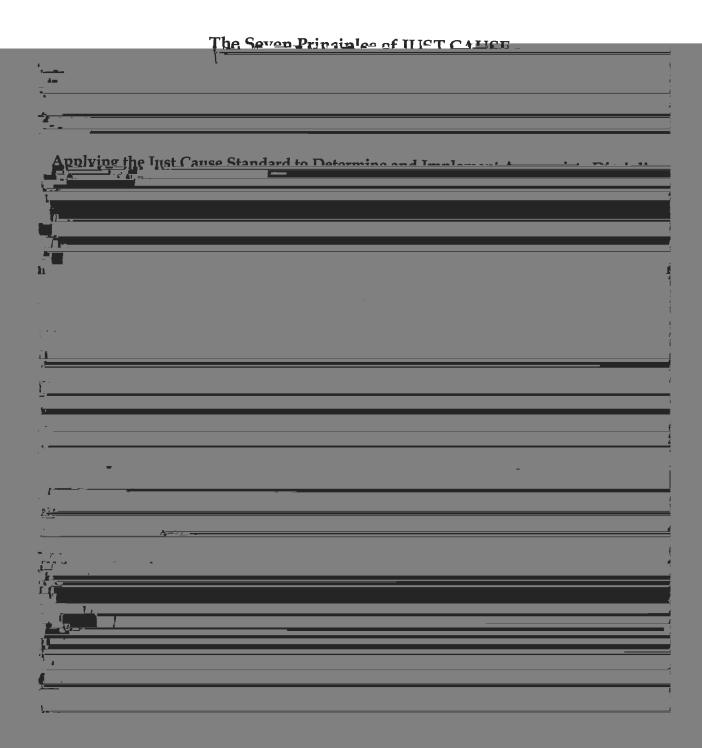
Page 3- The Seven Principles of Just Cause

Page 4- Progressive Discipline Steps and Recommended Documentation

Page 5- Attachment A: Supervisor Template — Call to Conference

Page 6- Attachment B: Supervisor Template — Oral Reprimand

Page 7 Attackment C. Comment T. 1 . T . . CD . . .



Progressive Discipline Steps

Recommended Documentation

IN	ot discipline, explains rules and policies	in Staff Handbash-sand . M
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CONTENTANTA ON ON THE	

Date

Name of Employee Position Title Name of School/Work Site

Dear Name,

You are directed to attend a meeting in my office on

The purpose of this meeting is to discuss your
(example: extensive absenteeism this school year and its effect on students and program), and to provide you with an opportunity to respond.

You are entitled to have a Union representative present with you for the meeting.

Sincerely,

Signature Building Principal/Supervisor

COPY THIS FORMAT ONTO UNIT LETTERHEAD

Date	
Name of Employee Position Title Name of School/Work Site	
Subject: Oral Reprimand – Unit Level	
Dear Name,	
The nume	. Present with you at the meeting was
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Signature Building Principal/Supervisor

cc: Unit file

Preparing a Letter of Reprimand Anchorage School District

First of all, <u>no</u> Letter of Reprimand should be issued to any employee without 1) completion of a reasonable investigation to establish that the misconduct occurred and 2) a discipline conference called to provide an opportunity to respond to the allegations of misconduct. Following the conference, a letter may be written, using the following format:

Paragraph 1: In	ndicate that a discipline conference was held with you. Say when and when	e. Also indicate
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Supervisor Template Letter of Reprimand Page 2

Copies: Once the letter is complete, deliver it to the employee. Sometimes it works best to have a witness present when the letter is given but it is not required.

You are free to hold the letter in a "unit file," in the case of teachers. However, send a copy of the reprimand to the Labor Relations office with a cover letter asking that the letter be placed into the employee's personnel file. Remember: The Labor Relations o ice will not lace a Letter of Re rimand