



BASA and UpSlope Solutions Present:

# Employee Discipline in an Education Environment

June 10-11-12, 2013

Mid-Ohio ESC—890 West Fourth Street, Mansfield, OH 44906

(419) 774-5520



## Monday, June 10: (V1X)

### Module #1: "Types of Employee Discipline"

This first segment of the program focuses on the most common disciplinary options used in public school districts and charter organizations. During the session, participants will also consider the ways in which disciplinary measures often create risk for districts, schools, and/or members of the leadership team when they are used in either an unreasonable or an inappropriate manner.

8:30 am - 12:00 pm	12:00 pm - 1:00 pm	1:00 pm - 3:30 pm
<ul style="list-style-type: none"> <li>• Introduction to Seminar &amp; Types of Employee Discipline</li> <li>• Sources of Legal Risk During the Employee Discipline Process</li> <li>• Considerations for Disciplinary Actions Involving Education Employees</li> <li>• Considerations for Selecting or Recommending Employee Discipline in Specific Cases</li> <li>• Oral Warnings &amp; When to Use Them</li> </ul>	<ul style="list-style-type: none"> <li>• Written Warnings &amp; When to Use Them</li> <li>• Working Lunch</li> <li>• Considerations for the Formal Types of Employee Discipline</li> </ul>	<ul style="list-style-type: none"> <li>• Official Reprimands &amp; When to Use Them</li> <li>• Suspensions &amp; When to Use Them</li> <li>• Terminations &amp; When to Use Them</li> <li>• Culminating Task: Using Reasonable &amp; Appropriate Employee Discipline</li> <li>• Session Experience Survey</li> </ul>

## Tuesday, June 11: (V2X)

### Module #2: "Grounds for Employee Discipline"

This second segment of the program introduces the concept of the Employee Code of Conduct and reviews the most common categories of inappropriate or unacceptable actions or behaviors that form the basis for disciplinary action against staff in the 21st Century Schools. During this session, participants also examine the role of federal laws, Ohio Revised Code, board policies and master agreements in the disciplinary process.

8:30 am - 12:00 pm	12:00 pm - 1:00 pm	1:00 pm - 3:30 pm
<ul style="list-style-type: none"> <li>• Introduction to Seminar &amp; Grounds for Employee Discipline</li> <li>• Considerations for Structuring the Code of Employee Conduct</li> <li>• Lack of Professional Competence as Grounds for Employee Misconduct</li> <li>• Differentiating District Policy Violations from Other Forms of Employee Misconduct</li> <li>• Dishonesty, Records Falsification or Failure to Accurately Provide Requested Information</li> <li>• Insubordination &amp; Related Forms of Non-Compliance</li> <li>• Attendance, Leave or Contract Day Policy Violations</li> </ul>	<ul style="list-style-type: none"> <li>• Inappropriate, Abusive or Offensive Conduct</li> <li>• Working Lunch</li> <li>• Considerations in Cases of Alleged Criminal Misconduct by Employees</li> </ul>	<ul style="list-style-type: none"> <li>• Examples of Employee Misconduct with Potential Criminal Consequences</li> <li>• Examples of Employee Misconduct with Potential Civil Consequences</li> <li>• Addressing Potential Gaps in the Code of Employee Conduct</li> <li>• The Role of Federal &amp; State Statutes in the Code of Employee Conduct</li> <li>• The Role of Negotiated Agreements in the Code of Employee Conduct</li> <li>• Session Experience Survey</li> </ul>

## Wednesday, June 12: (V3X)

### Module #3: "Executing Employee Discipline"

This segment of the program explains the basis for several risk-reducing principles that administrators or supervisors must keep in mind when taking disciplinary action with education employees, explains progressive discipline guidelines and reviews the basic framework for investigating alleged acts of employee misconduct or lack of professional competence. During this session, participants will also examine the due process, procedural, and documentation concerns associated with disciplinary actions.

8:30 am - 12:00 pm	12:00 pm - 1:00 pm	1:00 pm - 3:30 pm
<ul style="list-style-type: none"> <li>• Introduction to Seminar &amp; Executing Employee Discipline</li> <li>• Principles for the Execution of Employee Discipline within the LEA</li> <li>• Progressive Discipline Guidelines for Employees</li> <li>• Investigating Alleged Acts of Employee Misconduct or Lack of Professional Competence</li> </ul>	<ul style="list-style-type: none"> <li>• Informal Employee Discipline: Executing an Oral Warning or a Written Warning</li> <li>• Working Lunch</li> <li>• Formal Employee Discipline: Executing an Official Reprimand</li> </ul>	<ul style="list-style-type: none"> <li>• Formal Employee Discipline: Executing a Suspension</li> <li>• Formal Employee Discipline: Executing a Termination</li> <li>• Session Experience Survey</li> </ul>



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 June 10-11-12, 2013  
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**Fees & Payment: \$159.00 Per Session (Includes Registration Fee, Materials, Continental Breakfast, Lunch, Breaks & Parking)**

**Employee Discipline - Modules 1, 2, & 3 - June 10-11-12, 2013**

Complete registration form and enclose a check or purchase order and mail to:  
**BASA, 8050 North High Street, Suite 150, Columbus, OH 43235** or  
 Fax to (614) 846-4081 or Register Online at [www.basa-ohio.org](http://www.basa-ohio.org)

**Full Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Organization/School District:** \_\_\_\_\_

**Address/City/State/ZIP:** \_\_\_\_\_

**Phone:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_ **Fax:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_ **Email:** \_\_\_\_\_

- Date of Session:**
- Monday, June 10, 2013 (V1X)
  - Tuesday, June 11, 2013 (V2X)
  - Wednesday, June 12, 2013 (V3X)

**Fees & Payment:** **BASA Member \$159.00; Non-Member \$209.00**  
**(Each Session)** (Includes Registration Fee, Materials, Continental Breakfast, Lunch, Breaks & Parking)

- Check Enclosed (payable to BASA)  Purchase Order Attached  Invoice Me

**Cancellations & Refunds:** Refunds or credit will be given only for cancellations made in writing & received by the BASA office up to five business days prior to the event date. Cancellations 5 or less days prior to the event are subject to a 50% cancellation fee. No refunds will be given for "no-shows."

**Additional Information:** Participants will receive a certificate of completion and should discuss the outcomes of their experience with their Local Professional Development Committee (LPDC). Graduate credit is available for the Employee Discipline in an Education Environment program; for details, email [gcu@upslopes.com](mailto:gcu@upslopes.com) prior to the workshop.

**Questions?** For additional information, contact BASA at 614-846-4080.