

GCHA-R Classified Employee Discipline:

Disciplinary Measures

1. Verbal reprimand by immediate supervisor or appropriate director
2. Written reprimand by immediate supervisor or appropriate director
3. Disciplinary conference with director and superintendent or designee
4. Probation
5. Demotion (where applicable)
6. Suspension without pay
7. Termination (with or without a preceding suspension)

GCHA-R Classified Employee Discipline:

Procedural Steps

1. Measures 2-7 (above) require written notification to an employee and a copy signed by the employee which shall become a permanent part of the personnel file.
2. Only the superintendent/designee may approve the use of measures 4-7 upon recommendation of the appropriate director.
3. An employee may appeal any disciplinary action by written notification to the superintendent of schools requesting an appeal conference within five (5) days of notification.
4. Any person whose employment is terminated involuntarily, as provided in the board policies, forfeits all accrued rights and privileges including leaves and vacations.

TURNER USD #202 Corrective Action Form

Employee _____ Job Title _____

Department _____ Hire Date _____

Verbal Warning Written Warning Final Warning

Previous Corrective Actions (type, offense, date) _____

I. Detailed description of incident: _____

II. Goals and time frame: _____

III. Resources available to meet goals: _____

IV. Follow-up review dates: _____

V. Consequences: _____

I understand that my signature only indicates that this has been reviewed with me and does not indicate agreement or disagreement and I have been informed that if sufficient improvement is not made I may be terminated.

Employee Signature _____ Date _____

Employee Comments _____

Supervisor Signature _____ Date _____

Addendum Attached

Original:	Human Resources
Yellow:	Employee
Pink:	Supervisor

Turner Unified School District #202
Formal Grievance Statement
Classified Employee (GAE-R)

Name of Grievant _____ Position _____

School _____ Date Grievance Occurred _____

Statement of Grievance: _____

Specifically state the alleged violation of the terms and conditions of your employment (what policy or handbook procedure was violated): _____

Damage Suffered: _____

Remedy Sought: _____

Grievant's Signature

Date

Level I

Date of meeting with principal or immediate supervisor to informally resolve the grievance _____

Decision of Principal/Immediate Supervisor: Sustained _____ Denied _____

Date _____ Principal/Immediate Supervisor _____

Level II

Date of written notice of grievance to Principal/Immediate Supervisor _____

Decision of Principal/Immediate Supervisor regarding written notice: Sustained _____ Denied _____ Date _____

Level III

Date of written request for a hearing with the Superintendent _____

Date of hearing _____ Decision of Superintendent: Sustained _____ Denied _____ Date _____

NOTE: The filing of a grievance at all levels shall be in writing and shall be reasonably specific as to the nature of the complaint. (To the extent possible describe the alleged event or act giving rise to the grievance including the time, date, and place of the event or act. List the names and addresses of any witnesses thereto (GAE-R).

**TURNER UNIFIED SCHOOL DISTRICT
CLASSIFIED APPEAL STATEMENT
(GCHA-R)
Discipline**

Employee's Name: _____ Date: _____

State here specifically what disciplinary action you are appealing:

State below what remedy you are seeking:

Signature

Please include all pertinent information and provide a complete description.