

Discipline and Termination

Philosophy

The purpose of employee discipline is two-fold: to correct misconduct and to deter future misconduct, ultimately resulting in an employee who is a greater asset to SSD and our students.

Applicability

This policy applies to all employees of the Louisiana Special Schools, except those employees to whom the Teacher Tenure Policy applies. Employees of Special School Programs will follow the Department of Education's policy or the Teacher Tenure Policy, as applicable.

Definition

Discipline is a consequence of misconduct that impacts an employee's pay. Discipline may include demotion with pay cut, suspension without pay, and reduction in pay. Discipline does not include a transfer, reassignment, reprimand, counseling letter, or other corrective action that does not impact an employee's pay; a reduction in pay to correct overpayment; a reduction in pay that results from removing additional time, duties, or responsibilities; or placement on leave without pay for an unapproved absence or for an absence when sufficient paid leave is not available.

Classified Employees

Classified employees may be disciplined and separated, removed, or terminated in accordance with Civil Service Rules.

Unclassified Employees

Unclassified employees may be terminated at any time and may be disciplined after being given reasons for the proposed discipline and a reasonable opportunity to respond.

Exigent Leave

Unclassified employees may be placed on paid exigent leave to investigate conduct that may lead to discipline or termination, when it is in SSD's best interest to have them away from the workplace.

Limitations

A disciplinary reduction in pay may not reduce an employee's pay below minimum wage.