

## **EMPLOYEE DISCIPLINE**

The East Baton Rouge Parish School Board, in accordance with state law and Board policy, shall have the authority to discipline employees in any manner, including oral or written reprimand, suspension, or termination, when an employee's behavior warrants such action. When not otherwise provided for by state law or Board policy, any disciplinary action to be considered by the Board shall be based on the recommendation of the Superintendent.

The School Board requires the Superintendent or designee to employ a progressive discipline approach when disciplining employees. Progressive discipline means that penalties for poor job performance or broken rules become increasingly harsh as similar or related conditions continue or infractions are repeated. Any disciplinary actions to be taken by a supervisor shall follow the steps outlined in the School Board's *Risk Management Plan*. Proper documentation of employee behavior, performance, and disciplinary action taken shall be properly and thoroughly documented on forms provided.

Should any disciplinary measure become necessary, any documentation shall be considered confidential information and treated in accordance with statutory provisions and School Board policy.

Ref: La. Rev. Stat. Ann. ' ' 17:81, 17:81.8, 17:443.