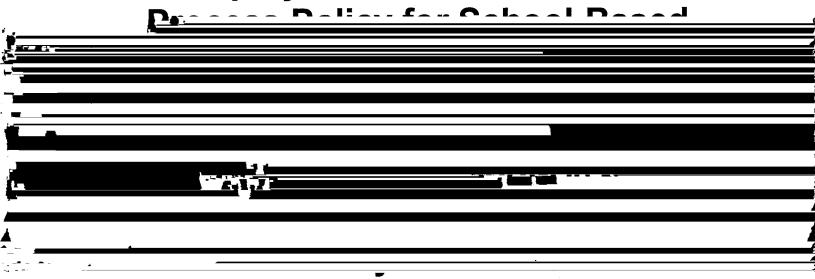
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	(EXCEPT CTU)

THE CHIEF EXECUTIVE OFFICER RECOMMENDS THE FOLLOWING:

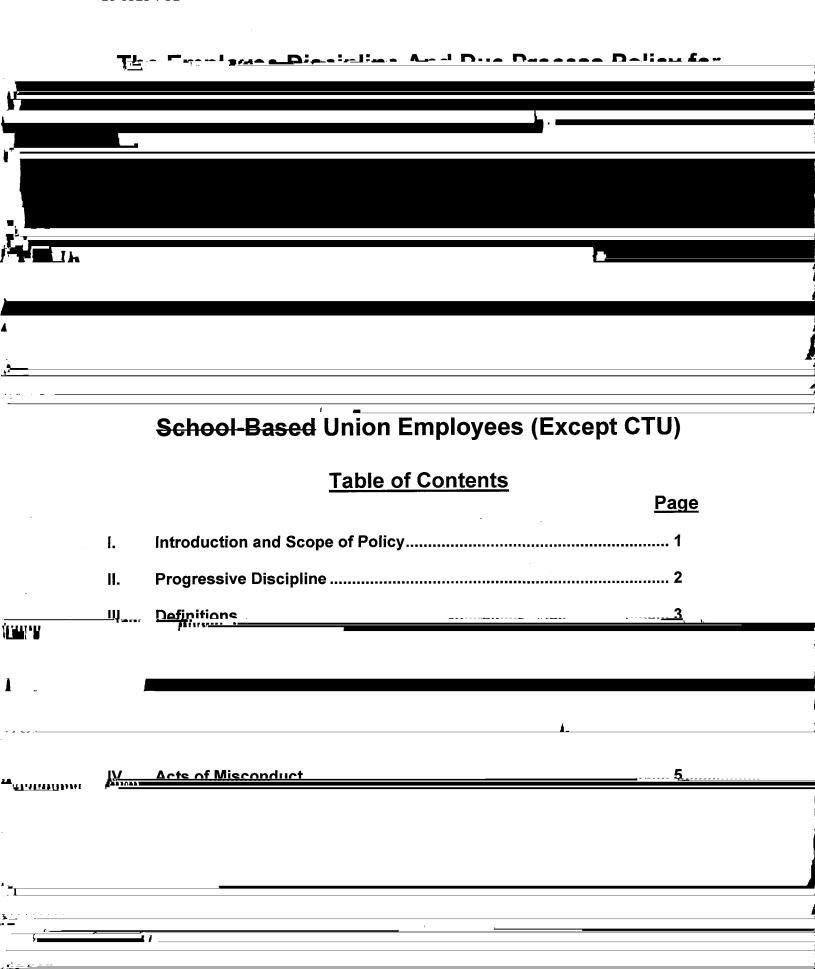
That the Board amend the policy adopted under Board Report 13-0828-PO1 and also re-name this policy the "Employee Discipline and Due Process Policy for Union Employees (Except CTU)". The amended policy is attached hereto.

DESCRIPTION: Policy modifications are highlighted on the attached and include the following:

Employee Discipline and Due



Union Employees (Except CTU)



	I. INTRODUCTION AND SCOPE OF POLICY
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	Employees (Except CTU) ("Policy") applies to all school based Employees represented by a labor organization, except Employees that belong to the Chicago Teacher Union's
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	II.	PROGRESSIVE DISCIPLINE
		The Board embraces the concent of progressive and corrective discipline for
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,	Empl	loyees. The Board encourages its managers and supervisors to use progressive
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	misc	onduct.
	and	Progressive discipline is a systematic approach to correct unwanted behavior deter its occurrence hazardninisterion disciplinary actions based upon various.
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III. <u>DEFINITIONS</u>

As used in this Policy, these terms are defined as follows:

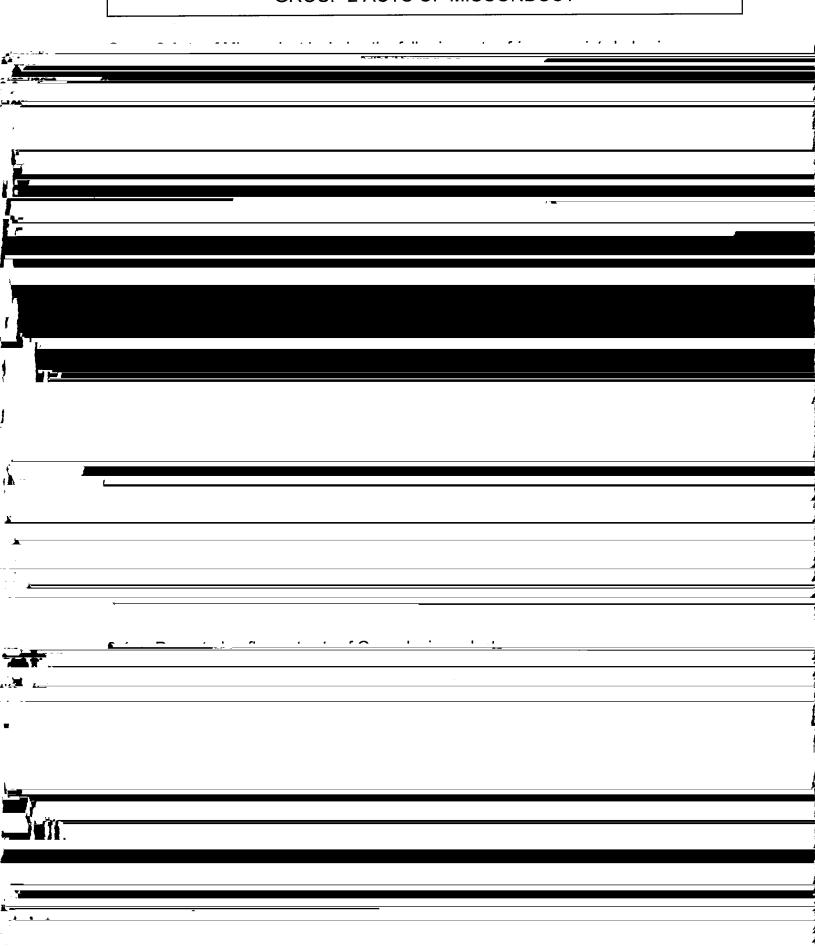
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		Employee Engagement, or his designee to review an appeal of a suspension by
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		a Board Employee.
	11.	School-Based Educational Support Personnel - All full-time school-based
	11.	non-teaching personnel.
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	12.	<u>Staleness</u> - If the Board does not take disciplinary action against an Employee
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IV. ACTS OF MISCONDUCT

	GROUP I ACTS OF MISCONDUCT	
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GROUP 2 ACTS OF MISCONDUCT



<u>-</u>	GROUP 3 ACTS OF MISCONDUCT
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3-1 Repea	ated or flagrant acts of Group 2 misconduct.

Heing echool or Roard property or services without authorization

	3-16	Failing to comply with the Board's student travel policy.
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		that disrupt the orderly educational process in the classroom, in the school, and maxocour on or off the school grounds or assigned work-location
		Medical fall of our mission out managers as seemed a second
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GROUP 4 ACTS OF MISCONDUCT

Group 4 Acts of Misconduct includes the following acts that *seriously disrupt* the orderly educational process:

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- 4-1 Repeated or flagrant acts of Group 3 misconduct.
- 4-2 Using racial, cultural, ethnic, or religious epithets, or threatening language.

Employee against any person on school grounds which results in physical contact; or provoking or inciting another person to engage in such conduct.

4-4 Using the office, work site, work locations, work vehicle, work tools, or work

	4-15	Submitting false or fraudulent residency information in violation of the Board's residency policy.	
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1		Comprehensive Non-Discrimination, Title IX and Sexual Harassment Policy,	_
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4-26 Violating School rules, Board rules, policies or procedures that result in behaviors that seriously disrupt the orderly educational process in the classroom, in the

rate a Land regrit are an another colonial arounds or oppioned work location

Disciplinary Options

- Suspension Without Pay (1-30 days);
- Discharge

GROUP 5 ACTS OF MISCONDUCT

Group 5 Acts of Misconduct includes the following acts that grossly disrupt the orderly educational process (School-based discipline is not appropriate. Please contact the

Department).

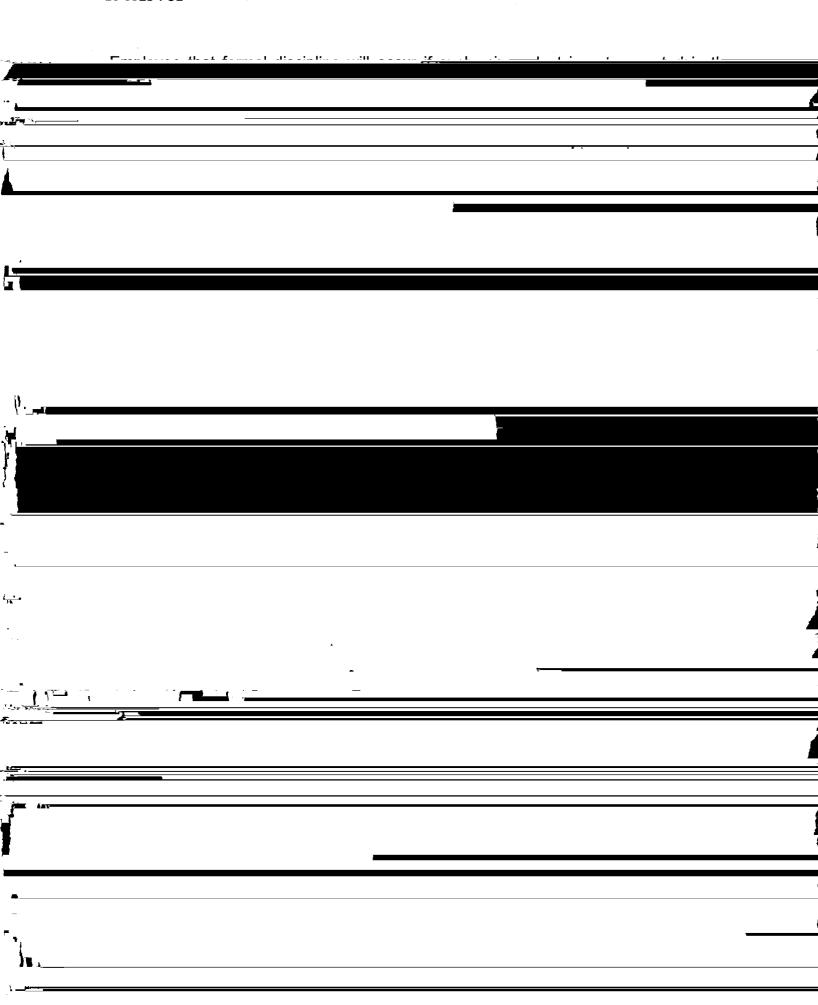
- 5-1 Repeated or flagrant acts of Group 4 misconduct.
- 5-2 Absence without leave or authorization ("AWOL").
- 5-3 Losing one's professional or other license or failing to obtain prerequisites necessary to hold or renew professional or other license.
- 5-4 Falsifying employment records, or committing other fraudulent acts in attempting to secure employment.

	5-14	Drinking, using, or possessing alcoholic beverages or illegal drugs, or using legal frugs in a manner not prescribed by a physician, while at work
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-	5-15	Engaging in any act or conduct prohibited by Board Rules, Municipal Code of the
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		federal statutes that may be deemed irremediable conduct.
	5-16	Any communication in the presence of students that portrays person(s) as criminal, immoral, indecent, or lacking in virtue, or intended to incite hatred,
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V. TYPES OF DISCIPLINAR	₹Y Æ	ACTION
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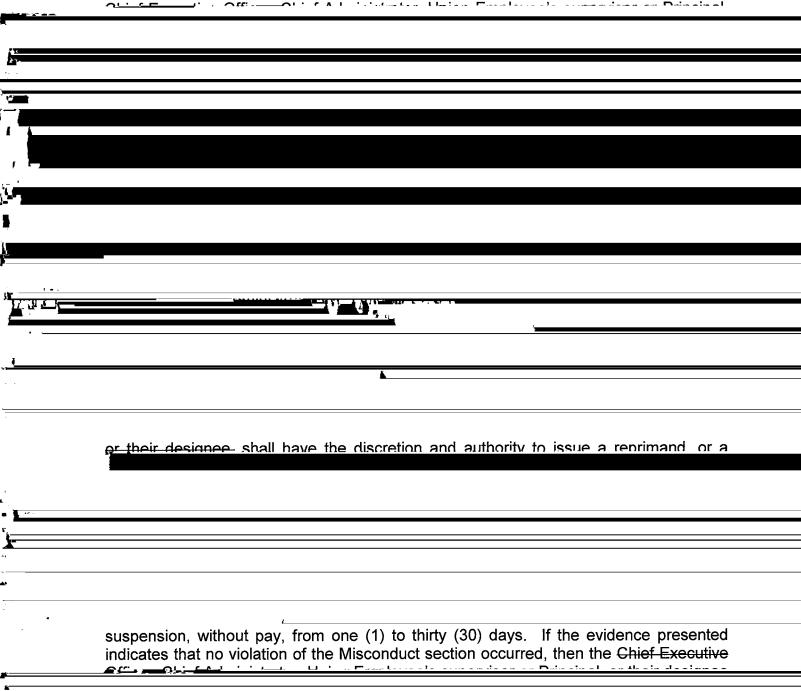
The types	of disciplinary	action	that may	be impose	d include	the following:
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	1.	Written Reprimand - A formal disapproval of the action(s) of an Employee, but which carries no loss of pay or benefits.
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		a concurrent and temporary loss of the privileges of employment, including
		the loss of pay and benefits. The loss of benefits shall include any
		benefits that would normally accrue during active employment such as



8. Witnesses are generally not allowed, however, the Board representative, in his discretion, may allow a witness if he deems it necessary. Rather, affidavits or signed and dated statements may be submitted and shall be duly considered by the Board representative.

After the conference has been completed, the Chief Executive Officer, Chief Administrator, Union Employee's supervisor or Principal, or their designee, shall issue a decision as to the Misconduct section(s) that was found to have been violated, and what level of discipline, if any, is appropriate on a Notice of Disciplinary Action form. The



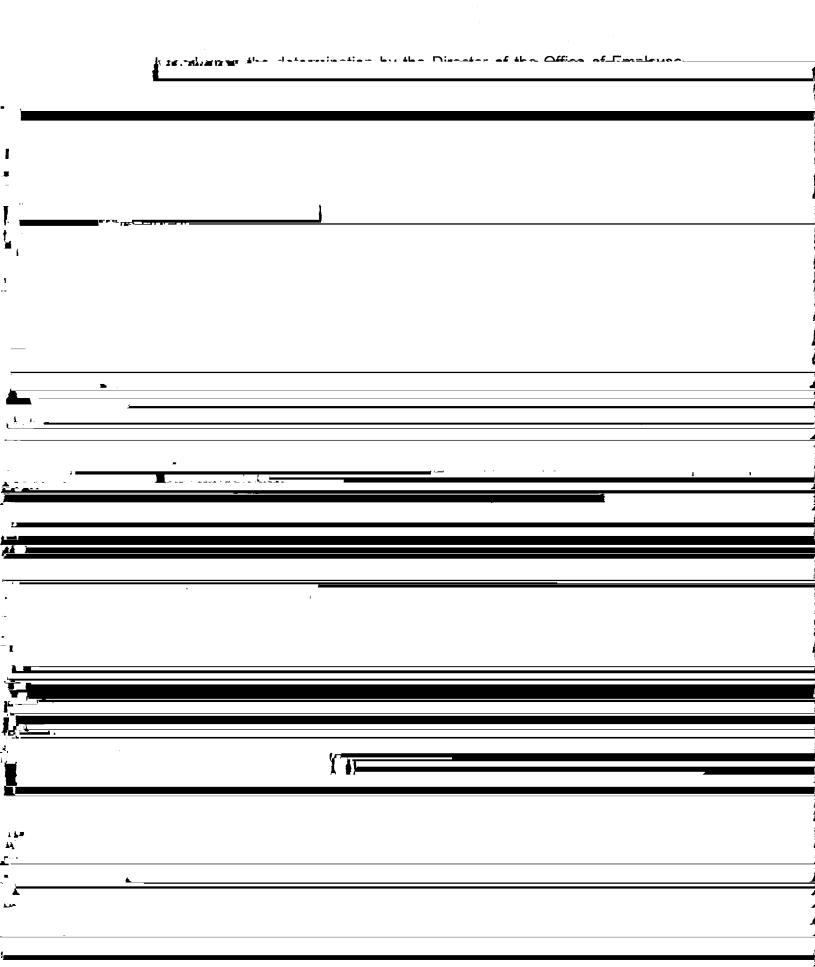
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- <u>-</u>	arguments submitted by the Chief Executive Officer, Union Employee's
	supervisor or Principal, or Chief Administrator in support of the discipline imposed. The Employee shall be afforded an opportunity to respond to
	the documentation and/or arguments submitted by the Chief Executive Officer, Union Employee's supervisor or Principal, or Chief Administrator;
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	5. The Director of the Office of Employee Engagement, or his designed shall, review the Reviewing Officer's recommendation. The	
<u> (c. c., .</u> . (
	Director of the Office of Employee Engagement, or his designee, shall have the authority to accept or reject the recommendation, or request additional information from the Reviewing Officer. The Director of the	
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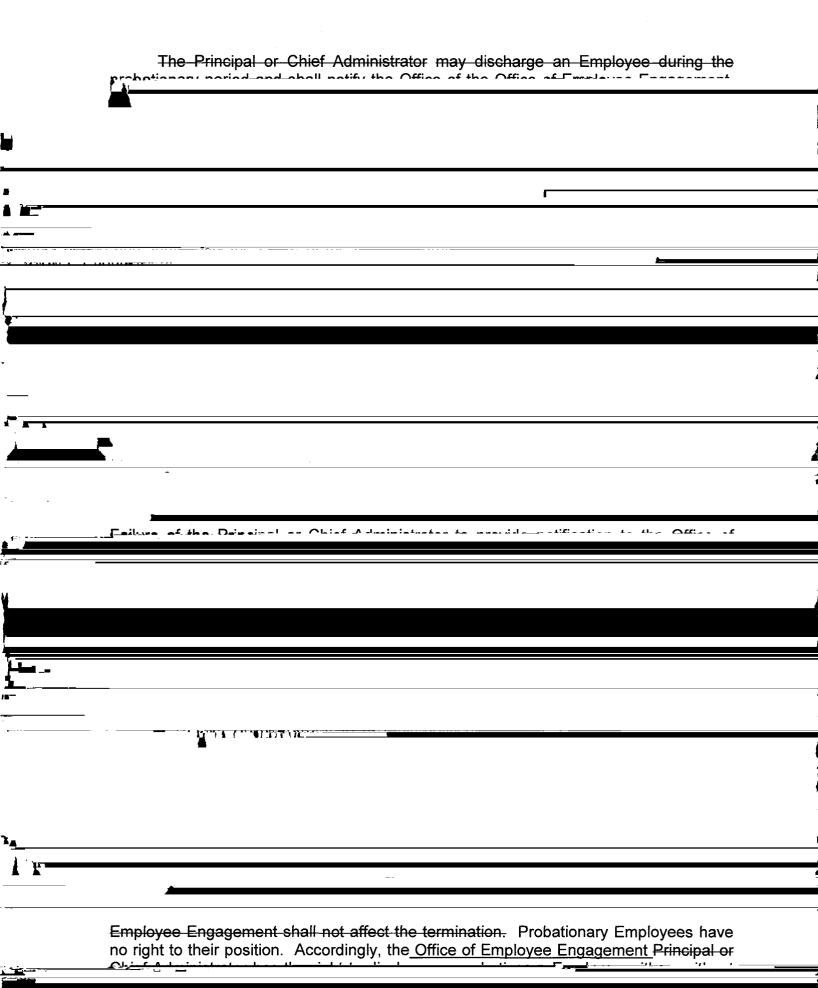
to issue a final decision as to whether the suspension imposed by the

determination has not been made within (60) work days as to whether the Employee should be discharged, then the Employee will start receiving pay, and will be eligible for all benefits normally available during periods of active employment.

The Office of Employee Engagement Chief Executive Officer, or his designee, shall also possess has the right to remove, with pay and benefits, an Employee from his hueition on a temporate presidents the post interests of the Chicago Bublio Separate



The decision by the Director of the Office of Employee Engagement shall be final and may not be appealed by either party.



	Attorneys the Roard Secretary and the Assistant Board Secretary are at will
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	continued employment. Said Employees may be discharged from their