

Mark W. McLaughlin, Ed.D.
Superintendent

Jeanne Valentine
Assistant Superintendent, Human Resources



NOTICE OF DISCIPLINARY ACTION - Certificated

___ Conference Summary (Not part of the Due Process in CBA)

1. ___ Identification of Problem / Verbal Reprimand (**Site File**)

2. ___ Written Warning (**Site File**)

3. ___ Written Reprimand (**Personnel File**)

___ Meeting with Assistant Superintendent (Not part of the Due Process in CBA)

4. ___ Suspension without Pay (**Consult with Personnel**)

Please mark the appropriate step. Due process is to be followed when a similar act or violation is repeated.

Note: Per Article 18, Steps 1 – 4

Employee Name:

Job Title:

Department/Site:

(Provide all of the information requested below, attach additional pages if necessary.)

I. Disciplinary action is being taken for the following reasons (include dates):

Outline facts leading up to disciplinary action. Refrain from using opinions where possible.

II. Employment history (include date and explanation of previous disciplines and relevant counseling):

Review site file for discipline history.

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III. The following corrective action is expected:

Outline future expectations and remedial actions to be taken, if any.

ADVISEMENT: It is my intent to place a copy of this notice of disciplinary action in your personnel file. You have the right to applicable grievance procedures, if any, per the collective bargaining agreement. You have the right to respond within 10 days from date of receipt in writing pursuant to Education Code 44031, and a copy of your response will be attached and placed in your **site/personnel** (please circle appropriate placement) file.

Employee's Signature/Date: _____

Supervisor's Signature/Date: _____

Union Representation (Present/Declined)

Union Representative Signature/Date: _____

(SIGNATURE INDICATES ACKNOWLEDGMENT AND RECEIPT, NOT NECESSARILY CONCURRENCE)