

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Assoc. Superintendent, PSS

Issue No: 2

Date: 7/29/91

Page: 1 of 1

Reference:

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES

4.2 CERTIFICATED PERSONNEL

4.205 TEACHER RESPONSIBILITY

SECTION 4.205.1 Failure to Perform Extra Curricular Assignments (Unpaid)

The Education Code, Board Policy, and bilateral written agreement between the Poway Federation of Teachers and the Board of Education stipulate that teachers shall perform extra assignments in addition to classroom teaching. This procedure is designed to assist managers in dealing constructively with any instances in which teachers fail to perform such prescribed responsibilities.

Step 1 - Oral reprimand, with or without written confirmation (notification of Union building representative or Union president optional, depending on circumstances).

Step 2 - Written reprimands to include:

- a. What the employee did wrong. When and where the infraction took place.
- b. Authority violated (negotiated contract, Board policy, or Ed. Code).
- c. The body of the reprimand. This will include a specific indication as to what is expected in the future.
- d. A warning as to further, more severe, disciplinary action if violation is repeated.
- e. A copy of the memo is to be given to the employee for his or her review and comment. Any written comments by the employee are to be attached to the original copy and inserted in the employee's official personnel file. The memo should specify the Personnel Office. In addition, any memorandum must include the following:

A COPY OF THIS DOCUMENT WILL BE PLACED WITHIN YOUR OFFICIAL PERSONNEL FILE IN THE DISTRICT PERSONNEL OFFICE UNLESS YOU PROVIDE A RESPONSE TO ME WITHIN FIVE WORK DAYS WHICH CONVINCES ME OTHERWISE. ANY RESPONSE WHICH YOU SUBMIT WOULD BE ATTACHED TO THIS DOCUMENT WHEN IT IS PLACED WITHIN YOUR OFFICIAL FILE. (IF I DETERMINE THAT YOUR RESPONSE WARRANTS NOT PLACING THIS DOCUMENT IN YOUR FILE, I WILL ADVISE YOU IMMEDIATELY.)

Step 3 - A more severe written reprimand and consideration given to further disciplinary action, i.e., suspension or docking of pay.

Consult with the associate superintendent, Personnel Support Services, prior to taking definitive action at this step.