



Department: Human Resources  
Policy Number: HUM-A052  
Effective Date: 4/14/08

ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

**PROGRESSIVE DISCIPLINE**

We are committed to ensuring fair treatment of all employees and making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future. It is the policy of the Clarksville-Montgomery County School System to assist staff in every way possible in adjusting to their positions so that they are able to perform their duties in a satisfactory manner. However, CMCSS does recognize that occasions do occur that are serious enough to justify either a suspension, or termination of employment, without going through the progressive discipline steps.

All employees are expected to comply with CMCSS standards of behavior and performance. Any noncompliance with these standards must be corrected. While it is impossible to list every type of behavior that may be deemed a serious offense, CMCSS hopes that most employee problems can be corrected at an early stage, benefiting both the employee and CMCSS.

Progressive Disciplinary action may call for any of five steps; verbal warning, letter of concern, letter of reprimand, suspension without pay, and termination of employment. Progressive Discipline steps do not have to be initiated for each type of performance or conduct issue. CMCSS retains the right to move immediately to suspension or termination. This policy does not modify the status of employees as employees-at-will.

A supervisor may recommend immediate suspension or termination of the employee to the Human Resources Department. An investigation of the incident(s) leading up to the suspension and/or termination recommendation will be conducted to determine what further action, if any, should be taken. The employee has the right to representation in each investigatory or discipline meeting per policy.

It is the policy of the Clarksville-Montgomery County School System that the Director of Schools has, and shall retain, sole and complete discretion in employing and terminating the employment of employees holding positions for which no teaching license is required. Such individuals are employed by the Board of Education at-will and their employment may be terminated by the Director of Schools.

Implementing Procedures: Progressive Discipline Procedure ([HUM-P045](#))

**Revision History:**

**Note: Policy is part of the Memorandum of Understanding and may not be revised without collaborative conferencing pursuant to TCA 49-5-608.**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/14/08		Initial Release
10/20/10		Reviewed, no revisions.
7/18/11	A	Deleted first sentence of the third paragraph. Removed reference to adverse action appeal. Added last paragraph.

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3/04/13	B	Deleted written warning in paragraph 3, added letter of concern, letter of reprimand; updated logo.
3/25/15		Reviewed, no changes
7/1/15	C	Reviewed as part of collaborative conferencing. Added MOU revision history statement.
7/1/17	D	Rearranged first paragraph and added “progressive” before disciplinary.
3/11/19	E	Para. 4, added “The employee has the right to representation in each investigatory or discipline meeting per policy”. New procedure pending.

**\*\*\* End of Policy \*\*\***