



PROGRESSIVE DISCIPLINE PROCEDURE (HUM-P045)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure describes the process for disciplining a certified employee as it pertains to violations of CMCSS policies, conduct unbecoming to a member of the teaching profession, incompetence, inefficiency, insubordination, and/or neglect of duty as defined in T.C.A. §49-5-501.

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

2.0 RESPONSIBILITY:

- 2.1 Principal/Assistant Principal
- 2.2 Level Director
- 2.3 Chief Human Resource Officer

3.0 APPROVAL AUTHORITY:

- 3.1 Principal
- 3.2 Level Director
- 3.3 Chief Human Resource Officer
- 3.4 Director of Schools

4.0 DEFINITIONS:

- 4.1 Letter of Concern: A written summary maintained in the school-based file of an employee detailing a situation for which an employee was disciplined.
- 4.2 Letter of Reprimand: A written summary maintained in the employee's personnel file at Central Office detailing a situation for which an employee was disciplined.

5.0 PROCEDURE:

- 5.1 An administrator becomes aware of a circumstance that may warrant discipline of a certified employee.
- 5.2 The administrator should investigate the situation, to include interviewing relevant parties.
- 5.3 Administrators have the authority to levy discipline up to a letter of concern without the involvement of the Human Resources department.
 - 5.3.1 Should the administrator believe the appropriate level of progressive discipline warranted to be a letter of reprimand or more severe action the administrator will contact either the level director or the Chief Human Resource Officer.
 - 5.3.2 The Chief Human Resource Officer, in conjunction with the appropriate level director, and the director of schools when appropriate shall decide the action to take within the scope of progressive disciplinary practices.



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5.3.3 Suspensions must be approved by the director of schools per T.C.A. §49-5-511 and §49-5-512(d).

6.0 ASSOCIATED DOCUMENTS:

6.1 Progressive Discipline Policy [HUM-A052](#)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Employee file	Secure file room	7 years	Shred	Secure office

8.0 REVISION HISTORY:

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

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/1/19		Initial Release

*****End of Procedure*****