

MITCH CHARTER SCHOOL

Discipline and Dismissal of Licensed Staff

The Executive Director will use due process and comply with applicable local, state, and federal laws when disciplining and/or dismissing employees.

DISCIPLINE

Staff members may be disciplined according to the severity and frequency of the conduct at issue. Discipline may be in the form of verbal reprimand, written reprimand or suspension depending on the circumstances of each case.

1. Verbal Reprimand: The administrator will hold a conference with the employee. He/She will outline the nature of the problem and listen to any comments from the employee. The administrator will indicate compliance with specified procedures or cessation of certain conduct is required and future consequences if directives are ignored.

2. Written Reprimand: The administrator will hold a conference with the employee. The administrator will outline the nature of the problem and listen to any comments from the employee. The administrator will indicate compliance with specified procedures or cessation of certain conduct is required and future consequences if directives are ignored. A "letter of reprimand" shall be written and placed in the employee's personnel file.

3. Suspension: Employees may be suspended as a matter of discipline, or in order to maintain the health and/or safety of other employees and/or students. Employees may also be suspended pending investigation of complaints regarding their job performance or conduct.

DISMISSAL

Employment with the MITCH Charter School is "at will." This simply means that employment can be terminated at any time with or without cause or notice, at the option of the staff member or the option of MITCH.

WAGES

Whenever an employee is dismissed or where such employment is terminated by mutual agreement all wages earned and unpaid at the time of discharge or termination shall be payable no later than the end of the first business day after discharge or termination.