

POLICY GCKC

Board of Education Las Cruces Public Schools

Related Entries: GCKC-R

Responsible Office: Associate Superintendent for Operations

Applicable To: Union Certified Employees Union Classified Employees Non-Union Employees All Employees

ADMINISTRATIVE INTERVENTION

I. PURPOSE

To establish a process when it is necessary for a school district administrator to intervene with an employee due to disciplinary issues.

II. BACKGROUND

A. The Las Cruces Public Schools Board of Education is committed to providing a stable and healthy environment for all staff. In order to maintain that environment, it may be necessary for administrators to intercede with regard to employee discipline and assignment.

B. The Board is also committed to maintaining the fair and equitable treatment of all school district employees.

III. DEFINITIONS

1. “*Progressive discipline*” means a process of sequential steps designed from the least action of consequence to the most severe action of consequence and is designed to provide time and support for the employee to grow and improve in their job performance in collaboration with administration.

IV. POSITION

A. This Policy applies to all district employees (faculty and staff), unless specifically preempted by the provisions of an applicable collective bargaining agreement covering the district employee. The district employee is directed to the provisions of the applicable collective bargaining agreement on this topic for further guidance and possible changes or additions to this Policy as applied to the district employee.

B. Concerns of the employee’s immediate supervisor and/or other school district administrators about the employee’s behavior and/or job performance shall be discussed with the employee, including the behavior in question, why the behavior is unacceptable and directions for specific actions for improvement of said behavior. The principles of progressive discipline shall be applied in dealing with all school district employees unless circumstances warrant immediate action.

- C. Following the progressive discipline steps, concerns regarding the unacceptable behavior may result in a letter of reprimand to the employee, which will be placed in his/her personnel file (see LCPS Policy GBJB: Personnel Files and Employee References).
- D. Disciplinary action taken against an employee shall be appropriate to the behavior that precipitated such action.
- E. A process shall be developed for placing an employee on administrative leave. Only the Superintendent or his/her designee shall have the authority to make such a determination when it has been determined to be in the best interest of the school district and/or the employee, §22-10A-21 through 30 NMSA 1978.
- F. The Superintendent of Schools shall promulgate a regulation for the enforcement of this policy.

IV. REVIEW

This policy shall be reviewed on an ongoing basis in accordance with the Board of Education policy review process.



Board of Education, President

February 15, 2011

Date Approved

History: Formerly Policy 230; revised 11.22.95, 10.17.00, 9.18.01; Replaced Policy #230; 1st reading 12.14.10; 2nd reading 1.18.11; 3rd reading 02.15.11

Legal Reference: §22-10A-21 through 30 NMSA 1978