

**LUZERNE  
INTERMEDIATE  
UNIT #18**

**SECTION: PROFESSIONAL EMPLOYEES  
TITLE: CONDUCT/DISCIPLINARY  
ADOPTED: NOVEMBER 20, 2002  
REVISED: SEPTEMBER 24, 2014**

417. CONDUCT/DISCIPLINARY PROCEDURES	
1. Purpose	All professional employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of intermediate unit programs requires the cooperation of all employees working together under a system of policies and rules applied fairly and consistently. The orderly conduct of the intermediate unit's functions requires compliance with these policies and rules, and consistent penalties and disciplinary procedures for violations.
2. Authority SC 510	The Board directs that procedures be established whereby professional employees are informed of the disciplinary actions that are considered appropriate and may be applied for violation of intermediate unit policies, rules and procedures.
SC 1122, 1126, 1127 Pol. 006	When charges are filed against a professional employee pursuant to law, the Board shall hold a hearing in accordance with the procedures established in law. The Board may vote to discharge a professional employee by a two-thirds vote of all members of the Board. A vote to provide a lesser degree of punishment shall be by a majority of a quorum present at a meeting at which such vote is taken.
3. Delegation of Responsibility SC 1122, 1151	The Executive Director or designee shall prepare and promulgate disciplinary rules for violations of Board policies, rules and procedures that provide progressive penalties, including verbal warning, written warning, reprimand, suspension, demotion, dismissal and civil and criminal sanctions.
4. Guidelines	All professional employees shall comply with intermediate unit policies, rules and regulations; attempt to maintain order; perform assigned job functions; and carry out directives issued by supervisors.
SC 1127 2 Pa. C.S.A. Sec. 551 et seq	In the event it is necessary to demote or dismiss a professional employee, a hearing shall be provided as required by statute.

	<p>No employee when engaged in assigned duties, shall participate in the following:</p> <ol style="list-style-type: none"> <li>1. Physical or verbal abuse, or threat of harm, to anyone.</li> <li>2. Causing damage to intermediate unit property, facilities and equipment.</li> <li>3. Forceful or unauthorized entry to or occupation of intermediate unit facilities, buildings and grounds.</li> <li>4. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.</li> <li>5. Use of profane or abusive language, symbols or conduct.</li> <li>6. Failure to comply with directives of intermediate unit officials, security officers, or other law enforcement officers.</li> <li>7. Carrying or possessing a weapon on intermediate unit grounds without authorization from the appropriate school administrator.</li> <li>8. Violation of Board policies, rules and regulations.</li> <li>9. Conduct violating federal, state or applicable municipal law or regulation.</li> <li>10. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions of the intermediate unit, or any activity sponsored or approved by the Board.</li> </ol> <p><u>Suspension/Revocation of Certificate</u></p>
<p>Title 22 Sec. 237.1 et seq</p>	<p>Within ninety (90) days of the receipt of preliminary findings of the Department of Education regarding a complaint affecting the suspension or revocation of an employee’s professional certificate, the Board shall investigate and inform the Department whether the Board will pursue disciplinary action and if it believes that professional disciplinary action by the Commission is warranted.</p> <p>After completion of its local investigation, the Board may recommend discipline and may initiate appropriate discipline procedures established by law and the collective bargaining agreement.</p> <p>The Board shall notify the professional employee of its recommendation and shall provide required information to the Department of Education.</p>
<p>Title 22 Sec. 237.1 et seq</p>	<p>The Superintendent or designee shall report promptly to the Department of Education any of the following:</p> <ol style="list-style-type: none"> <li>1. Dismissal of a certificated employee for cause.</li> </ol>
<p>SC 111</p>	<ol style="list-style-type: none"> <li>2. Conduct that has resulted in a criminal indictment or conviction for a crime that involves moral turpitude or is enumerated in Section 111 of the School Code.</li> </ol>
<p>Pol. 806</p>	<ol style="list-style-type: none"> <li>3. Information that constitutes reasonable cause to believe a certificated</li> </ol>

<p>School Code 510, 1122, 1126, 1127, 1151</p> <p>PA Statute 2 Pa. C.S.A. Sec. 551 et seq</p> <p>PA Code Title 22 Sec. 237.1 et seq</p>	<p>Employee has caused physical injury to a student or child as a result of negligence or malice, or has committed sexual abuse or exploitation involving a student or child.</p>
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