HUMAN RESOURCES

Disciplinary Action

I. An employee shall be disciplined for failure to abide by the terms of his or her contract; for violation of Prince William County School Board policies and regulations, applicable school laws, Virginia Department of Education regulations, school, or department rules; for incompetence, immorality, or disability as shown by competent medical evidence when in compliance with federal law; for conviction of a felony or a crime of moral turpitude; or for other just cause. Examples of just cause include, but are not limited to, the following:

A. Insubordination – Refusal to comply with the directive of an authorized superior and refusal to follow policies and regulations of the School Board;

B. Inappropriate, unprofessional, and/or immoral conduct with PWCS students or other minors, which conduct reflects impaired judgment and a lack of understanding of the high ethical standards applicable to PWCS employees, and/or which threatens or causes mental, emotional, or physical harm to students or minors;

C. Failure to meet the Division’s Standards of Professional Conduct for all Employees, as set forth in Regulation 503.02-1, including misconduct involving students or coworkers;

D. Failure to meet the Division’s standards of performance and accountability;

E. Misuse of PWCS computers and/or PWCS Internet/Intranet programs, including violation of Policy 295 “Standards for Use of Telecommunications and Internet Technologies”;

F. Discrimination, including harassment, of students and/or staff;

G. Use, possession, distribution, or being under the influence of alcohol or drugs (not prescribed or necessary for bona fide medical reasons) while on duty, on school property, or at any school-related activity or function;

H. Unprofessional conduct, while on or off duty, when such behavior threatens the order of the School Division, or the safety or health of students or staff; or such conduct is inconsistent with the employee’s position as a role model for PWCS students, including failure to meet the Standards of Professional Conduct for all Employees set forth in Regulation 503.02-1;

I. Theft, destruction, stealing, carelessly, or willfully causing destruction to PWCS property;
J. Improper use of School Board-owned vehicles and/or equipment, or abuse by neglect, causing unnecessary accidents or injury;

K. Unauthorized or excessive absences, or abuse of leave regulations;

L. Acceptance of money or other valuable consideration given with the intent of influencing the employee in the performance of his or her official duties;

M. Use of official position, or authority, or school property, or facilities for personal profit or advantage;

N. Falsification of work records or application papers for employment;

O. Failure to disclose or report to the Department of Human Resources any founded charge of child abuse or neglect, or any criminal charges for any felony, or any misdemeanor involving sexual assault, obscenity and related offenses, drugs, moral turpitude, or the physical or sexual abuse or neglect of a child; and,

P. Failure to maintain eligibility to work in the United States.

II. Employee evaluations and meetings related to the evaluation process, placement on professional improvement plans, and referral of an employee to an employee assistance program, training, or other resource or support program are not considered disciplinary actions and may not be grieved under Regulations 508.01-1, “Procedures for Adjusting Grievances for Certificated Employees”, and 508.2-1, “Procedures for Adjusting Grievances for Administrative and Classified Employees.” Employees may appeal evaluations under Regulation 571-1, “Evaluation,” and may challenge the contents of their Human Resources file under the procedures set forth in Regulation 505.03-1, “Review of Active and Inactive Personnel Files.”

III. Any reprimanding, warning, or disciplining of an employee for an infraction of rules or delinquency in performance shall be done in such a manner as to respect the employee's right to privacy to the extent practicable. Any warning, reprimand, or discipline shall be presented in writing and, if so, shall be made a part of the employee's human resources file. Employees should be afforded an opportunity to provide a 200-word maximum written or oral rebuttal of the reasons for the disciplinary action, as provided in Regulation 505.03-1, “Review of Active and Inactive Personnel Files.” Letters of reprimand are not grievable under Regulation 508.01-1 or 508.02-1.
The Associate Superintendent for Human Resources (or designee) is responsible for the implementation and monitoring of this regulation.

The Associate Superintendent for Human Resources (or designee) is responsible for reviewing this regulation in 2020.