

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

CODE: GCQD/GCQF

EMPLOYEE REPRIMANDS

The provisions of this policy shall be applicable to each staff member and to administrators and supervisors.

When, in the judgment of the Board, administrators, or supervisors, a reprimand delivered to a district employee or group of employees is necessary, the following procedure shall guide the Board, administrators, and supervisors:

1. The reprimand shall generally be delivered to the employee or group of employees by the immediate supervisor. However, the Board or administrators and supervisors of higher rank than the immediate supervisor may deliver reprimands to an employee or group of employees, when in the judgment of the Board or higher ranking administrators or supervisors, a reprimand from an authority higher than the immediate supervisor is warranted.
2. Except in unusual and serious circumstances, advance notification of a reprimand will be provided to an employee or group of employees deemed to be in need of a reprimand. The advance notification, if provided, will include a statement (written or oral) of the nature of the situation which made the reprimand necessary;
3. The employee or group of employees may choose to have a person of choice present as a witness during the deliverance of the reprimand. The Board, administrators, and supervisors may also have someone of choice present to serve as a witness to the proceedings;
4. In the event the reprimand is written rather than oral, or if a written account of an oral reprimand is to be placed in an employee's personnel file, the employee will be provided a copy of the written reprimand or written account of an oral reprimand. The employee may request that he/she place a written response to the reprimand in the personnel file. In that event, the employee shall provide a copy of the response to the Board or to the administrator or supervisor who deliver the reprimand.

Adopted: 8/18/87