

DISCIPLINARY PROCEDURES FOR USE OF TOBACCO IN DISTRICT FACILITIES

The following procedure shall be followed when a visitor or employee is observed using tobacco on or in district facilities as described in the policy.

FIRST OFFENSE: Written warning given to violator by administrator with copy to Superintendent and citation as provided for by local municipal ordinance. If fine within guidelines of local municipal ordinance is not paid, the district will file a civil claim with the local magistrate requiring a court appearance.

SECOND OFFENSE: Suspension without pay of length to be determined by administrator and another citation as provided for by local municipal ordinance. If fine within guidelines of local municipal ordinance is not paid, the district will file a civil claim with the local magistrate requiring a court appearance.

THIRD OFFENSE: Additional suspension without pay of length to be determined by administrator and/or consideration for dismissal (employee) or banning from district facilities (visitor) and another citation as provided for by local municipal ordinance. If fine within guidelines of local municipal ordinance is not paid, the district will file a civil claim with the local magistrate requiring a court appearance.

The above guidelines presume that the employee at fault does not have prior discipline for other misconduct. In the event the employee does have prior discipline, the discipline for each offense may be increased to take the employee's level in the progressive discipline process into account. The Administration reserves the right to deviate from these guidelines when the circumstances warrant.

Adopted: March 18, 2013