

Employee Discipline, Modules 1-3

Making the OH Professional Licensure Code of Ethics Work in your District!



Ohio's Superintendent Association

Learn to Lead your Employees to Success
During this Leadership Staff Development
Event for Principals, Supervisors, HR
Directors, and Superintendents.



UPSLOPE
Demonstrated Strategies for School Success

Wednesday, June 26 - Module #1: Setting Behavioral Expectations

For Principals and Supervisors: This session provides video re-enactments of actual cases that model how to effectively manage employee misconduct.
For HR Directors: This session introduces a rubric-based method for evaluating case facts and selecting fair, reasonable, and consistent disciplinary actions.
For Superintendents: This session establishes methods for modifying employee misconduct and underscoring expected behaviors within the collective bargaining environment.

8:30 am - 12:00 pm	12:00 pm - 1:00 pm	1:00 pm - 3:30 pm
<ul style="list-style-type: none"> Introduction to Seminar & Types of Employee Discipline Sources of Legal Risk During the Employee Discipline Process Considerations for Disciplinary Actions Involving Education Employees Considerations for Selecting or Recommending Employee Discipline in Specific Cases Oral Warnings & When to Use Them 	<ul style="list-style-type: none"> Written Warnings & When to Use Them Working Lunch Considerations for the Formal Types of Employee Discipline 	<ul style="list-style-type: none"> Official Reprimands & When to Use Them Suspensions & When to Use Them Terminations & When to Use Them Culminating Task: Using Reasonable & Appropriate Employee Discipline Session Experience Survey

Thursday, June 27 - Module #2: Reinforcing Behavioral Expectations

For Principals and Supervisors: This session demonstrates how an Employee Code of Conduct inspires school leaders to modify employee behavior.
For HR Directors: This session details: (1) the framework for such a code; (2) the procedures that need to be included for principals and supervisors; and (3) how to implement such a code.
For Superintendents: This session explores criteria for implementing such a code using state law, board policies, and master agreements.

8:30 am - 12:00 pm	12:00 pm - 1:00 pm	1:00 pm - 3:30 pm
<ul style="list-style-type: none"> Introduction to Seminar and Grounds for Employee Discipline Considerations for Structuring the Code of Employee Conduct Lack of Professional Competence as Grounds for Employee Discipline Differentiating Board Policy Violations from Other forms of Employee Misconduct Dishonesty, Records Falsification or Failure to Accurately Provide Requested Information Insubordination and Related Forms of Non-Compliance Attendance, Leave or Contract Day Policy Violations 	<ul style="list-style-type: none"> Inappropriate, Abusive or Offensive Conduct Working Lunch Considerations in Cases of Alleged Criminal Misconduct by Employees 	<ul style="list-style-type: none"> Examples of Employee Misconduct with Potential Criminal Consequences Examples of Employee Misconduct with Potential Civil Consequences Addressing Potential Gaps in the Code of Employee Conduct The Role of Federal and State Statutes in the Code of Employee Conduct The Role of Negotiated Agreements in the Code of Employee Conduct Session Experience Survey

Friday, June 28 - Module #3: Upholding Behavioral Expectations

For Principals and Supervisors: This workshop provides specific steps for using progressive discipline effectively, defensibly, and consistently.
For HR Directors: This workshop explores how to (1) create clear disciplinary procedures, (2) structure documentation examples for disciplinary actions, and (3) compile and evaluate disciplinary data to reduce the potential for disciplinary bias.
For Superintendents: This workshop explains the principles of uniformity, knowing your role, solid documentation, the docket, timeliness, and mutual respect.

8:30 am - 12:00 pm	12:00 pm - 1:00 pm	1:00 pm - 3:30 pm
<ul style="list-style-type: none"> Introduction to Session Principles for Executing Employee Discipline within the school system Progressive Discipline Guidelines for Employees Investigating Alleged Acts of Employee Misconduct or Lack of Professional Competence 	<ul style="list-style-type: none"> Informal Actions: Executing Oral Warnings and Written Warnings Working Lunch Formal Actions: Executing Official Reprimands 	<ul style="list-style-type: none"> Formal Actions: Executing Disciplinary Suspensions Formal Actions: Terminations of Contract Session Experience Survey



Ohio's Superintendent Association

Employee Discipline

Modules 1-3

June 26 - 28, 2019 at BASA



UPSLOPE

Demonstrated Strategies for School Success

Complete registration form and enclose a check or purchase order and mail to:

BASA

8050 North High Street, Suite 150

Columbus, OH 43235 or Fax to (614) 846-4081 or

Register Online at www.basa-ohio.org

REGISTRATION DEADLINE: June 19, 2019

Full Name:	Title:
Organization/School District:	
Address: (Street/City/State/Zip)	
Phone #: ____-____-____	Fax #: ____-____-____
Email:	

Date/Location (choose at least one)	
<input type="checkbox"/>	Wednesday, June 26, 2019 - BASA
<input type="checkbox"/>	Thursday, June 27, 2019 -BASA
<input type="checkbox"/>	Friday, June 28, 2019 - BASA

Workshop Fees	
<input type="checkbox"/>	\$159.00 BASA Member (per day)
<input type="checkbox"/>	\$209.00 Non-Member (per day)

Workshop Payment Type	
<input type="checkbox"/>	Check Enclosed (payable to BASA)
<input type="checkbox"/>	Purchase Order Number (if applicable): _____
<input type="checkbox"/>	Invoice Me

Cancellations & Refunds:

Refunds or credit will be given only for cancellations made in writing & received by the BASA office up to five business days prior to the event date. Cancellations 5 business days or less prior to the event are subject to a 50% cancellation fee. No refunds will be given for "no-shows."

Additional Information:

Participants will receive a certificate of completion and should discuss the outcomes of their experience with their Local Professional Development Committee (LPDC). Graduate credit is available for the Employee Discipline in an Education Environment program; for details, email gcu@upslopes.com prior to the workshop.

Questions?

For additional information, contact BASA via email at gabriele@basa-ohio.org or by phone at 614-846-4080.