

**Cincinnati CITY SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES**

<b>Procedure Name Employee Discipline</b>	
Procedure No. 3139-00-01	Eff. Date: 11/15/2010
Implements Board Policy (ies) <u>3139- EmployeeDiscipline</u>	Last Reviewed: <u>11/15/2010</u>

**1. Background**

<p>Describe relevant background to the implementation of the policy.</p> <p>The Board retains the right and the responsibility to manage the work force.</p>
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**2. Responsibilities**

Title: Paul McDole, Director of Human Resources	
Address: 2651 Burnet Ave., Cincinnati, OH 45219	
Phone: 513-363-0149	Cell phone: 513-207-1945
Describe responsibilities:  -receive employee offense or misconduct	

**3. Action Steps**

<p>Describe the action steps relevant to the implementation of the policy.</p> <p>-arrange discipline hearings with the appropriate personnel.</p>
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#### 4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

#### 5. Related Documents / Forms

Document Title	Description	Last Reviewed
1.All CBA's	Section: Discipline of employee	1/10/2017
2.		
3.		

#### 6. Additional Information

Describe any additional information relevant to the implementation of the policy.

All matters that could involve discharge from the District must be dealt with in accordance with Ohio Revised Code 3319.16.