

**Cincinnati CITY SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES**

<b>Procedure Name</b> <b>Employee Discipline</b>	
Procedure No. 4139-00-01	Eff. Date: 11/15/2010
Implements Board Policy (ies) <u>4139-Employee Discipline</u>	Last Reviewed: <u>11/15/2010</u>

**1. Background**

Describe relevant background to the implementation of the policy.

The Board retains the right and the responsibility to manage the work force.

**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**

Describe the action steps relevant to the implementation of the policy.

--arrange discipline hearings with the appropriate personnel.  
-issue in writing appropriate action

#### **4. Equity Considerations**

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

#### **5. Additional Information**

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

-Collective Bargaining Agreement