



Contact

Montebello Teachers Association/California Teachers Association • 918 W. Whittier Blvd. Montebello CA • (323) 722-5005 • montbelloteachers.org

Taking the Discipline Procedure Step by Step

Article XXI. Employee Discipline in our contract is a philosophy as well as a directive for implementing discipline. The contract sets forth that:

Most situations involving employee discipline arise from misunderstanding or lack of communication regarding contractual duties which should be settled promptly and satisfactorily at the informal level.

In other words, Bargaining Unit members and administrators need to talk before any judgment is determined.

According to the contract, all disciplinary measures must be **progressive** and **corrective**. Further, a Bargaining Unit member may not be disciplined:

- Without Just Cause
- For situations beyond the control of the Bargaining Unit member
- For an emergency
- No other discipline can be applied other than what appears in the contract.

The Four Steps in Discipline

- Prior to the initiation of any discipline step, the administrator **must inform** the Bargaining Unit member of the **right to representation**.
- And, the initiation of any step must begin within 15 work days of when the administrator knew about the infraction.
- Proceeding to the successive step entails committing a similar infraction within 12 months of the prior infraction.

Step 1: **"Oral Conference"**

Step 2: First a conference discussing the possible infraction then a **"Written Warning"** which will not be placed in the personnel file.

Step 3: **"Written Reprimand"** which will be placed in the personnel file.

Step 4: **"Suspension"** for up to 5 days for an incident that occurred within 12 months of the written warning, and up to 10 days for any succeeding incidents within 12 months of the previous infraction.

Bargaining Unit members have the right to appeal any disciplinary decision by a hearing before the Board of Education for final determination prior to implementation. *It is the District's responsibility to give the Bargaining Unit member the notice of the **right to appeal**.*

When Can the District Skip Progressive Discipline Steps?

The intention of the Employee Discipline procedure is to be progressive and corrective. If the administrator deems it necessary to attempt to skip one or more steps, the following occurs:

- The administrator must present the Bargaining Unit member with a memorandum including:
 - The specific infraction;
 - The discipline intended
 - And, the right to initiate; GRIEVANCE LEVEL 2.
- The memorandum must be forwarded to MTA and Certificated Human Resources.
- The imposition of any discipline will be stayed pending the outcome of the grievance.
- If the Association chooses to progress to arbitration, all costs will be paid by the District.



YOU ARE CORDIALLY INVITED

**Learn about your Contract
Find Out Who Can Grieve and When
Practice Grievance Conferences**



MTA GRIEVANCE WORKSHOP

Earn 2 Hours District Salary Credit

TUESDAY, MARCH 24

3:30-5:30 P.M.

MTA CC - 920 W. WHITTIER BLVD.

RSVP by Friday, March 20 to MTA@montebelloteachers.org

Or go to Montebelloteachers.org

Or call 323.722.5005