

# REGULATION

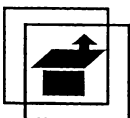
NUTLEY  
SCHOOL DISTRICT

SUPPORT STAFF MEMBERS  
R 4150/page 1 of 2  
Discipline

## R 4150 DISCIPLINE

The following rules are promulgated for the guidance of all non-instructional employees. Following is a list of offenses for which an employee shall be disciplined unless specially excluded by Collective Bargaining Agreement.

1. Failure to observe parking and traffic regulations on school property;
2. Smoking, except in specified areas at specified times;
3. Tardy reporting to work;
4. Violating a safety rule or safety practice;
5. Operating or using equipment to which he/she is not assigned;
6. Contribution to unsanitary conditions or poor housekeeping;
7. Removal of school district property without written authorization;
8. Posting, altering, or removing any matter on bulletin boards or school property unless authorized;
9. Threatening intimidating, coercing, or interfering with fellow employees;
10. Vending, soliciting, or collecting contributions for any purpose, unless authorized;
11. Distributing written or printed matter of any description on school grounds without permission;
12. Making false, vicious or malicious statements about the employees, the school district or school officials;
13. Provoking or instigating a fight, or fighting on school property;
14. Insubordination;



# REGULATION

## NUTLEY SCHOOL DISTRICT

SUPPORT STAFF MEMBERS  
R 4150/page 2 of 2  
Discipline

15. Falsifying school district records;
16. Conviction of a misdemeanor;
17. Theft or vandalism of any school or employee property;
18. Possessing firearms or explosives on school premises without authorization;
19. Drinking any alcoholic beverage on school premises or engaging in drug abuse on premises;
20. Immoral conduct, unbecoming conduct, or indecency;
21. Striking a pupil except in self defense or defense of another person.

The Board of Education reserves the right to discipline employees for offenses not listed above.

Discipline shall consist of one or more of the following, depending on the seriousness of the infraction:

- a. A verbal warning,
- b. A written warning,
- c. Withholding of increment,
- d. Suspension without pay,
- e. Certification of charges (for tenured personnel) or discharge (for non-tenured personnel).

While minor offenses will ordinarily be treated with a verbal warning, repetitions of the offense will be the cause for harsher discipline, including discharge or certification of charges for repeated offenses. Offenses which, in the judgment of the Superintendent or Business Administrator, are of major proportions, may result in immediate discharge or certification of charges.

Issued: 3 May 2004

