

VIRGINIA SCHOOL FOR THE DEAF AND THE BLIND

Title: Standards of Conduct	Policy Number: HR004
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POLICY

The Virginia School for the Deaf and the Blind (VSDB) promotes the well-being of its employees in the workplace and maintains high standards of professional conduct and work performance. Accordingly, VSDB shall ensure that undesirable or unprofessional conduct and unacceptable standards of employee work performance are addressed in a fair and professional manner. The VSDB shall comply with all policies and procedures of the Department of Human Resource Management Policy No. 1.60, Standards of Conduct. The additional procedures are unique to the school organizational structure and supplement the DHRM policies and procedures.

Virginia Department of Human Resources Management, Policy and Procedures Manual:

- Policy 1.60, Standards of Conduct
 - Virginia School for the Deaf and the Blind Policy Manual
 - Policy HR011, Grievance Procedures
- Standards for Interdepartmental Regulation of Children's Residential Facilities

PROCEDURES

VSDB supports the principle of supervising for better work performance. The supervisor is expected to assist employees in understanding their work assignments; and the goals, objectives and performance standards of their position.

Corrective Action

As soon as a supervisor becomes aware of an employee's unsatisfactory behavior or work performance, or commission of an offense, the supervisor and/or management should use corrective action to address such behavior. The VSDB supports the principle of progressive discipline with employees. Corrective action may be accomplished through the use of informal or formal means.

Informal means include the following:

- Informal discussion.
- Referral to the *employee assistance program* or other professional assistance.
- Counseling the employee.
- A written counseling memo to the employee.

Formal means include the following:

- Written disciplinary action

Whether a supervisor uses informal counseling or formal disciplinary action depends upon the nature of the behavior and surrounding circumstances. If disciplinary action under the Standards of Conduct is selected, the following applies:

- Group I Offense – The supervisor must secure permission to impose the discipline from their immediate supervisor or, in the absence of the immediate supervisor, the next level of supervision.

- Group II Offense – The supervisor must secure permission to impose the discipline from their immediate supervisor or, in the absence of the immediate supervisor, the next level of supervision.
- Group III Offense – The Department Head or, in the absence of the Department Head, the School Superintendent will impose the discipline.

Grievance Process

Employees may use the state grievance procedure to challenge a disciplinary action under the Standards of Conduct.

Office of Human Resources Responsibilities

- The Director of Human Resources will serve as an advocate for problem resolution between employee and management and as a resource for information.
- The Director of Human Resources will ensure that each classified and faculty employee receives a copy of the Standards of Conduct during orientation training.
- Prior to any corrective action being taken, the Director of Human Resources will review all disciplinary actions involving demotion or transfer and disciplinary salary action, suspension, or discharge to determine whether mitigating circumstances exist that warrant a modified disciplinary action and/or referral to the *employee assistance program*, and make a recommendation to the supervisor regarding the appropriate disciplinary action.

The Director of Human Resources is responsible for interpretation of this policy. Questions regarding the application of this policy should be directed to the VSDB Office of Human Resources.

Rescission: Effective Date: November 1, 2009; Revised: September 2015 BOV Approved: 4/6/16
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