

### Wednesday, June 24

#### Module #1: "Types of Employee Discipline"

The first segment of the program focuses on the most common disciplinary options used in Ohio schools. During the session, participants will consider the ways in which these measures can create risk for districts, schools, and/or members of the leadership team when used unreasonably or inappropriately while working in a collaborative setting to evaluate video-based re-enactments of actual disciplinary cases in Ohio and across the country.

8:30 am - 12:00 pm	12:00 pm - 1:00 pm	1:00 pm - 3:30 pm
<ul style="list-style-type: none"> <li>• Introduction to Seminar &amp; Types of Employee Discipline</li> <li>• Sources of Legal Risk During the Employee Discipline Process</li> <li>• Considerations for Disciplinary Actions Involving Education Employees</li> <li>• Considerations for Selecting or Recommending Employee Discipline in Specific Cases</li> <li>• Oral Warnings &amp; When to Use Them</li> </ul>	<ul style="list-style-type: none"> <li>• Written Warnings &amp; When to Use Them</li> <li>• Working Lunch</li> <li>• Considerations for the Formal Types of Employee Discipline</li> </ul>	<ul style="list-style-type: none"> <li>• Official Reprimands &amp; When to Use Them</li> <li>• Suspensions &amp; When to Use Them</li> <li>• Terminations &amp; When to Use Them</li> <li>• Culminating Task: Using Reasonable &amp; Appropriate Employee Discipline</li> <li>• Session Experience Survey</li> </ul>

### Thursday, June 25

#### Module #2: "Grounds for Employee Discipline"

The second segment of the program introduces the concept of the Employee Code of Conduct and explores the most common categories of inappropriate or unacceptable actions or behaviors that form the basis for disciplinary actions. During the session, participants will examine the role of federal laws, Ohio Revised and Administrative Codes, the License Code of Professional Conduct for Ohio Educators, board of education policies, and master agreements in the disciplinary process.

8:30 am - 12:00 pm	12:00 pm - 1:00 pm	1:00 pm - 3:30 pm
<ul style="list-style-type: none"> <li>• Introduction to Seminar &amp; Grounds for Employee Discipline</li> <li>• Considerations for Structuring the Code of Employee Conduct</li> <li>• Lack of Professional Competence as Grounds for Employee Misconduct</li> <li>• Differentiating District Policy Violations from Other Forms of Employee Misconduct</li> <li>• Dishonesty, Records Falsification or Failure to Accurately Provide Requested Information</li> <li>• Insubordination &amp; Related Forms of Non-Compliance</li> <li>• Attendance, Leave or Contract Day Policy Violations</li> </ul>	<ul style="list-style-type: none"> <li>• Inappropriate, Abusive or Offensive Conduct</li> <li>• Working Lunch</li> <li>• Considerations in Cases of Alleged Criminal Misconduct by Employees</li> </ul>	<ul style="list-style-type: none"> <li>• Examples of Employee Misconduct with Potential Criminal Consequences</li> <li>• Examples of Employee Misconduct with Potential Civil Consequences</li> <li>• Addressing Potential Gaps in the Code of Employee Conduct</li> <li>• The Role of Federal &amp; State Statutes in the Code of Employee Conduct</li> <li>• The Role of Negotiated Agreements in the Code of Employee Conduct</li> <li>• Session Experience Survey</li> </ul>

### Friday, June 26

#### Module #3: "Executing Employee Discipline"

The last segment of the program introduces several risk-reducing principles to be kept in mind before, during, and after disciplinary actions, explores considerations for defensible progressive discipline guidelines, and reviews a basic framework for investigating alleged acts of misconduct. During the session, participants will gain a working understanding of the due process, procedural, and documentation concerns associated with disciplinary actions in Ohio.

8:30 am - 12:00 pm	12:00 pm - 1:00 pm	1:00 pm - 3:30 pm
<ul style="list-style-type: none"> <li>• Introduction to Seminar &amp; Executing Employee Discipline</li> <li>• Principles for the Execution of Employee Discipline within the LEA</li> <li>• Progressive Discipline Guidelines for Employees</li> <li>• Investigating Alleged Acts of Employee Misconduct or Lack of Professional Competence</li> </ul>	<ul style="list-style-type: none"> <li>• Informal Employee Discipline: Executing an Oral Warning or a Written Warning</li> <li>• Working Lunch</li> <li>• Formal Employee Discipline: Executing an Official Reprimand</li> </ul>	<ul style="list-style-type: none"> <li>• Formal Employee Discipline: Executing a Suspension</li> <li>• Formal Employee Discipline: Executing a Termination</li> <li>• Session Experience Survey</li> </ul>



BASA and UpSlope Solutions Present:  
**Employee Discipline in an Education Environment**  
 June 24-25-26, 2014  
 BASA Conference Room



**Fees & Payment: \$159.00 Member/\$209.00 Non-Member Per Session (Includes Registration Fee, Materials, Continental Breakfast, Lunch, Breaks & Parking)**

**Employee Discipline - Modules 1, 2, & 3 - June 24-25-26, 2015**

**Complete registration form and enclose a check or purchase order and mail to:  
 BASA, 8050 North High Street, Suite 150, Columbus, OH 43235 or  
 Fax to (614) 846-4081 or Register Online at [www.basa-ohio.org](http://www.basa-ohio.org)**

**Full Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Organization/School District:** \_\_\_\_\_

**Address/City/State/ZIP:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

- Date of Session:**
- Wednesday, June 24, 2015**
  - Thursday, June 25, 2015**
  - Friday, June 26, 2015**

**Fees & Payment:** **BASA Member \$159.00; Non-Member \$209.00**  
**(Each Session) (Includes Registration Fee, Materials, Continental Breakfast, Lunch, Breaks & Parking)**

- Check Enclosed (payable to BASA)**  **Purchase Order Attached**  **Invoice Me**

**Cancellations & Refunds:** Refunds or credit will be given only for cancellations made in writing & received by the BASA office up to five business days prior to the event date. Cancellations 5 business days or less prior to the event are subject to a 50% cancellation fee. No refunds will be given for "no-shows."

**Additional Information:** Participants will receive a certificate of completion and should discuss the outcomes of their experience with their Local Professional Development Committee (LPDC). Graduate credit is available for the Employee Discipline in an Education Environment program; for details, email [gcu@upslopes.com](mailto:gcu@upslopes.com) prior to the workshop.

**Questions?** For additional information, contact BASA at 614-846-4080.