



M.S.A.D. No. 75  
50 REPUBLIC AVENUE  
TOPSHAM, ME 04086

**WORK RULES FOR POSITIONS REPRESENTED BY THE  
MERRYMEETING EMPLOYEES ASSOCIATION**

**Purpose:** Rules and standards are necessary to protect the health and safety of our employees, to maintain uninterrupted service to the District, and to protect the District’s goodwill and property. No list of rules can include all instances of conduct that can result in discipline and the examples below do not replace sound judgment or common sense behavior.

**Policy:** Employees who violate any District policy, rule or regulation will be disciplined fairly, consistently, and in proportion to the seriousness of the circumstances. This may include disciplinary action up to and including discharge from employment for the first offense.

**RULES OF CONDUCT**

**DISCIPLINARY ACTIONS**

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth Offense</u>
1. Falsifying personnel records	<i>Discharge</i>			
2. Engaging in sabotage or willful destruction of MSAD 75 property	<i>Discharge</i>			
3. Insubordination – refusing to follow directions	<i>Discharge</i>			
4. Unauthorized possession of firearms or explosives on MSAD 75 premises	<i>Discharge</i>			

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth Offense</u>
5. Consuming alcoholic beverages or taking unlawful drugs on premises or during working hours	<i>Discharge</i>			
6. Unethical, illegal, immoral or indecent conduct	<i>Discharge</i>			
7. Theft, attempted theft or removal of District property from MSAD 75 premises without authorization	<i>Discharge</i>			
8. An accumulation of any three (3) disciplinary actions for one (1) or more offenses during twelve month period	<i>Discharge</i>			
9. Reporting to work under the influence of alcohol or drugs	<i>Five (5) Days Suspension</i>	<i>Discharge</i>		
10. Exhibiting behavior which threatens, intimidates or interferes with fellow employees	<i>Three (3) Days Suspension</i>	<i>Discharge</i>		
11. Gambling during working hours	<i>Five (5) Days Suspension</i>	<i>Discharge</i>		
12. Deliberate conduct involving substantial risk or injury to pupils or employees of MSAD 75	<i>Three (3) Days Suspension</i>	<i>Discharge</i>		
13. Disclosure of confidential information	<i>Verbal Warning</i>	<i>Written Reprimand</i>	<i>Three (3) Days Suspension</i>	<i>Discharge</i>

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth Offense</u>
14. Exhibiting disrespectful conduct to supervisor or peers	<i>Verbal Warning</i>	<i>Written Reprimand</i>	<i>Five (5) Days Suspension</i>	<i>Discharge</i>
15. Habitual tardiness/absenteeism (more than two (2) per month)	<i>Verbal Warning</i>	<i>Written Reprimand</i>	<i>Three (3) Days Suspension</i>	<i>Discharge</i>
16. Failure to be on the job at the start of work or after lunch and/or breaks, quitting early	<i>Verbal Warning</i>	<i>Written Reprimand</i>	<i>Three (3) Days Suspension</i>	<i>Discharge</i>
17. Failure to be at work during set working hours without supervisor authorization or notification	<i>Verbal Warning</i>	<i>Written Reprimand</i>	<i>Five (5) Days Suspension</i>	<i>Discharge</i>
18. Inappropriate use of sick time	<i>Verbal Warning</i>	<i>Written Reprimand</i>	<i>Five (5) Days Suspension</i>	<i>Discharge</i>
19. Failure to meet District work standards in terms of productivity and quality	<i>Verbal Warning</i>	<i>Written Reprimand</i>	<i>Three (3) Days Suspension</i>	<i>Discharge</i>
20. Provoking or engaging in a disturbance during work hours on MSAD 75 premises	<i>Verbal Warning</i>	<i>Written Reprimand</i>	<i>Five (5) Days Suspension</i>	<i>Discharge</i>
21. Making a false or intentionally harmful statement about any employee, student, or Board member of MSAD 75	<i>Verbal Warning</i>	<i>Written Reprimand</i>	<i>Five (5) Days Suspension</i>	<i>Discharge</i>
22. Deliberate misuse of MSAD 75 property supplies or materials	<i>Verbal Warning</i>	<i>Written Reprimand</i>	<i>Five (5) Days Suspension</i>	<i>Discharge</i>

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth Offense</u>
23. Vending, soliciting or collecting contributions for any purposes on MSAD 75 property without authorization	<i>Verbal Warning</i>	<i>Written Reprimand</i>	<i>Three (3) Days Suspension</i>	<i>Discharge</i>
24. Distributing or posting any printed materials on MSAD 75 premises without authorization	<i>Verbal Warning</i>	<i>Written Reprimand</i>	<i>Three (3) Days Suspension</i>	<i>Discharge</i>
25. Deliberate failure to carry out instructions or requests	<i>Verbal Warning</i>	<i>Written Reprimand</i>	<i>Three (3) Days Suspension</i>	<i>Discharge</i>
26. Making personal use of MSAD property	<i>Verbal Warning</i>	<i>Written Reprimand</i>	<i>Three (3) Days Suspension</i>	<i>Discharge</i>
27. All personnel who are operating, or are passengers in a District vehicle with seat belts installed, shall wear said seat belts	<i>Verbal Warning</i>	<i>Written Reprimand</i>	<i>Three (3) Days Suspension</i>	<i>Discharge</i>
28. Failure to comply with state motor vehicle laws and laws regarding pupil transportation or MSAD 75 policy regarding pupil transportation	<i>Three (3) Days Suspension</i>	<i>Discharge</i>		
29. Falsifying personnel and or payroll records	<i>Discharge</i>			
30. Carelessness resulting in damage to District property	<i>Verbal Warning</i>	<i>Written Reprimand</i>	<i>Three (3) Days Suspension</i>	<i>Discharge</i>
31. Failure to comply with MSAD # 75 policies and procedures to include Health & Safety (Failure to use/wear required safety/ protective equipment)	<i>Three (3) Days Suspension</i>	<i>Discharge</i>		

**FOR BUS DRIVERS, BUS MECHANICS, TRANSPORTATION UTILITY PERSONS, FOOD SERVICE COURIER, AND GROUNDSKEEPERS**

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth Offense</u>
32. Conviction of Operating under the Influence (OUI) or Habitual Offender	<i>Discharge</i>			
33. Failure to notify Transportation Supervisor of conviction for any traffic violation regardless of the type vehicle driven.	<i>Verbal Warning</i>	<i>Written Reprimand</i>	<i>Three (3) Days Suspension</i>	<i>Discharge</i>
34. License is suspended, revoked or cancelled or if you are disqualified from driving due to non-medical reasons.	<i>Discharge</i>			
35. Damage to bus or property, caused by driver. (Non-Reportable for Insurance reasons) within a 24 month period.	<i>Verbal Warning</i>	<i>Written Reprimand</i>	<i>Three (3) Days Suspension</i>	<i>Discharge</i>
36. Accident resulting in more than \$1,000.00 property damage. (Driver found to be at fault) (Reportable for Insurance reasons) within a 24 month period.	<i>Written Reprimand</i>	<i>Three (3) Days Suspension</i>	<i>Discharge</i>	
37. Accident resulting in more than \$5,000.00 property damage, serious injury or loss of life. (Driver found to be at fault)	<i>Discharge</i>			

## GUIDELINES FOR ADMINISTERING DISCIPLINARY ACTIONS

1. The disciplinary actions consist of Step 1: Verbal Warning; Step 2: Written Reprimand or Performance Improvement Plan; Step 3: Suspension; Step 4: Discharge. Based on the seriousness of the incident, a step may be skipped or omitted.
2. For all disciplinary actions there should be clear and direct communication between the employee and his/her supervisor. This communication should include a meeting between the employee and the supervisor (and representative if requested) to discuss the violation of the rules of conduct and how it affects the District's operations. During the meeting, the supervisor should make it clear to the employee that there are specific performance/behavioral expectations of the position, which he/she has failed to meet. For all disciplinary actions, the supervisor will define the behavior that needs to be changed and clarify expectations and desired results. The discussion and written documentation should also outline the consequences to the employee if the performance expectations are not met satisfactorily.
3. All disciplinary actions should be documented and signed and dated by the supervisor and employee. Steps 2 – 4 (written reprimand – discharge) should be forwarded to the employee's personnel file and a copy given to the employee.
4. In some instances, a Performance Improvement Plan (PIP) may be utilized to identify and support an employee's performance problems and behaviors over a 30, 60, or 90 day timeframe. If a PIP is utilized, the supervisor will meet with the employee to discuss the nature of the performance problem. Together, the supervisor and employee will develop clear expectations of desired behavior and corrective action steps needed for improved performance. The plan will also outline the specific timeline for follow-up and consequences if expectations are not met. All discussions around the plan will be documented and signed by both the supervisor and employee.
5. Disciplinary actions will be handled consistently and fairly for all employees.
6. Any suspensions are without pay.
7. Any suspension or discharge is subject to the grievance procedure.
8. Twenty-four (24) months after each incident, the employee's record will be cleared of that disciplinary action.
9. Supervisors initiating disciplinary actions should consult with their immediate department or building Administrator and/or Human Resources