

ADMINISTRATIVE
REGULATION

PLUM BOROUGH
SCHOOL DISTRICT

DISCIPLINARY PROCEDURES FOR USE OF
TOBACCO ON DISTRICT FACILITIES

The following procedure shall be followed when an employee is observed using tobacco on or in district facilities as described in the policy.

1. First Offense: Oral reprimand.
2. Second Offense: Written reprimand in the personnel file
3. Third Offense: Suspension without pay for three (3) working days, provided this offense is committed within twelve (12) months from the preceding disciplinary action of the second offense. Otherwise, it will be considered a second offense.
4. Fourth Offense: Suspension without pay for ten (10) working days, provided this offense is committed within twelve (12) months from the preceding disciplinary action of the third offense. Otherwise, it will be considered a third offense.
5. Fifth Offense: Discharge, provided this offense is committed within twelve (12) months from the preceding disciplinary action of the fourth offense. Otherwise, it will be considered a fourth offense.

Employees who violate this policy will also be subject to a civil fine as determined by local and/or state legislation.