

**EMPLOYEE INSUBORDINATION**

Insubordinate actions undermine the discipline and authority needed in the workplace and cannot go unchallenged. Insubordination may result in discipline as described in the disciplinary policy GCPD, up to and including termination.

Insubordination is defined as:

- a willful disregard or a deliberate violation of the school district's interests, policies, regulations, rules, procedures and/or directives;
- a negligence showing an intentional disregard of the school district's interest.
- Refusal of a legitimate directive or the use of obscene or otherwise objectionable language to an immediate supervisor will be considered insubordination.

Even a single act of misconduct may be enough to justify an employee's dismissal.

Employees are expected to follow the school district's policies, regulations, rules, procedures, and/or directives. The best course of action for an employee to take to avoid an insubordination issue is to follow the directive given by the supervisor, then later question or challenge the directive through dispute resolution. If an employee disagrees with a policy, regulation, rule, procedure and/or directive, or thinks it is unfair or unnecessary, the employee should put it in writing, and discuss the issue with the building administrator.

The employee should recognize that some policies, regulations, rules, procedures and/or directives are more important than others and will be treated in that manner, when a question of insubordination arises. The superintendent and/or building administrator will always consider the seriousness of the violation in question in the context of the employee's entire work record.

No disciplinary action will be taken against employees if he/she refuses a directive because he/she believed that her/his safety was in jeopardy or a different course of action was available that would have been safer.

If an employee is subject to insubordination discipline procedures, the supervisor, building administrator and/or superintendent may take extenuating factors into consideration. These may include:



1. Safety or health concerns;
2. Employee's previous work and discipline record;
3. Provocation of stress;
4. Confusion or ambiguity in directives.

Failure on the part of the employee to observe established policies, regulations, rules, procedures and/or directives can lead to disciplinary action including verbal warnings, written formal warnings, suspension and/or termination.

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