Best Practices for Modifying Employee Behavior

BASA
Ohio's Superintendent Association

Learn to Lead your Employees to Success During this Online Leadership Staff Development Event for Principals, Supervisors, HR Directors, and Superintendents.

UPSLOPE
Demonstrated Strategies for School Success

Wednesday June 24 - Sessions 1 and 2: Setting Behavioral Expectations (ONLINE)

For Principals and Supervisors: This session provides video re-enactments of actual cases that model how to effectively manage employee misconduct.
For HR Directors: This session introduces a rubric-based method for evaluating case facts and selecting fair, reasonable, and consistent disciplinary actions.
For Superintendents: This session establishes methods for modifying employee misconduct and underscoring expected behaviors within the collective bargaining environment.

9:00 am - 11:00 am	11:00 am - 1:00 pm	1:00 pm - 3:00 pm
• Introduction to Session 1 • Sources of Legal Risk During the Employee Discipline Process • Considerations for Disciplinary Actions Involving Education Employees • Considerations for Selecting or Recommending Employee Discipline in Specific Cases • Informal Actions & When to Use Them	• Release for Lunch	• Introduction to Session 2 • Official Reprimands & When to Use Them • Suspensions & When to Use Them • Terminations & When to Use Them • Using Reasonable & Appropriate Employee Discipline • Workshop Experience Survey

Thursday June 25 - Sessions 3 and 4: Reinforcing Behavioral Expectations (ONLINE)

For Principals and Supervisors: This session demonstrates how an Employee Code of Conduct inspires school leaders to modify employee behavior.
For HR Directors: This session details: (1) the framework for such a code; (2) the procedures that need to be included for principals and supervisors; and (3) how to implement such a code.
For Superintendents: This session explores criteria for implementing such a code using state law, board policies, and master agreements.

9:00 am - 11:00 am	12:00 pm - 1:00 pm	1:00 pm - 3:00 pm
• Introduction to Session 3 • Considerations for Structuring an Employee Code • Lack of Professional Competence as Grounds for Employee Discipline • Differentiating Board Policy Violations from Other forms of Employee Misconduct • Dishonesty, Records Falsification or Failure to Accurately Provide Requested Information • Insubordination and Related Non-Compliance • Attendance, Leave or Contract Day Policy Violations	• Release for Lunch	• Introduction to Session 4 • Examples of Employee Misconduct with Potential Criminal Consequences • Examples of Employee Misconduct with Potential Civil Consequences • Addressing Potential Gaps in the Code of Employee Conduct • The Role of Federal and State Statutes in the Employee Code • The Role of Negotiated Agreements in the Employee Code • Workshop Experience Survey

Friday June 26 - Sessions 5 and 6: Upholding Behavioral Expectations (ONLINE)

For Principals and Supervisors: This workshop provides specific steps for using progressive discipline effectively, defensibly, and consistently.
For HR Directors: This workshop explores how to (1) create clear disciplinary procedures, (2) structure documentation examples for disciplinary actions, and (3) compile and evaluate disciplinary data to reduce the potential for disciplinary bias.
For Superintendents: This workshop explains the principles of uniformity, knowing your role, solid documentation, the docket, timeliness, and mutual respect.

9:00 am - 11:00 am	11:00 am - 1:00 pm	1:00 pm - 3:00 pm
• Introduction to Session 5 • Principles for Executing Employee Discipline • Progressive Discipline Guidelines for Employees • Investigating Alleged Acts of Employee Misconduct or Lack of Professional Competence • Executing Oral and Written Warnings	• Release for Lunch	• Introduction to Session 6 • Executing Official Reprimands and Disciplinary Suspensions • Executing Terminations of Contract • Workshop Experience Survey

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Sessions 1-3

June 24 - 26, 2020 Online

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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

REGISTRATION DEADLINE: June 17, 2020

Full Name:	**Title:**
Organization/School District:	
Address: (Street/City/State/Zip)	
Phone #: _____-_____-_____	**Fax #:** _____-_____-_____
Email:	

	Date/Location (choose at least one)
	Wednesday, June 24, 2020 ONLINE
	Thursday, June 25, 2020 ONLINE
	Friday, June 26, 2020 ONLINE

	Workshop Fees
	$159.00 BASA Member (per day)
	$209.00 Non-Member (per day)

	Workshop Payment Type
	Check Enclosed (payable to BASA)
	Purchase Order Number (if applicable): _____
	Invoice Me

Cancellations & Refunds:
Refunds or credit will be given only for cancellations made in writing & received by the BASA office up to five (5) business days prior to the event date. Cancellations five (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:
All sessions will be conducted online to comply with state "Stay at Home" orders and social distancing provisions. Participants will receive a certificate of completion and should discuss the outcomes of their experience with their Local Professional Development Committee (LPDC).

Questions?
For additional information, contact BASA via email at gabriele@basa-ohio.org or by phone at (614) 846-4080.