

# Bridgeport Public Schools

City Hall - 45 Lyon Terrace  
Bridgeport, Connecticut 06604

**CARMELA M. LEVY-DAVID, Ed.D.**  
Superintendent of Schools



**Dr. Janene Hawkins**  
Chief Human Resources Officer

**Domenic Costello**  
Deputy Human Resources Officer

**Date:**  
**To:**  
**From:**  
**Cc:**  
**Subject:       Violations of Work Rules & Regulations**

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**Check one.**

*Corrective Counseling*

*Verbal Warning*

*Written Warning*

*Suspension (HR or Labor  
Only\*)*

*Termination (HR or Labor  
Only\*)*

*Written Reprimand (BEA only\*\*)*

**Type of Offense (check all that apply):**

- Unauthorized possession of or, willful destruction of BOE/School property or personal property of another employee.
- Falsifying a timecard or having your timecard filled or punched out by another employee.
- Possession of, or under the influence of narcotics, illegal drugs or alcohol on BOE/School property without specific work-related authorization.
- Possession of firearms or lethal weapons on BOE/School premises without the proper authorization and permit.
- Physical violence, fighting or promoting a fight on BOE/School property.
- Unauthorized selling, soliciting, or collecting contributions for any purposes during working time in a work area.
- Leaving work area or premises during working hours without authorization.
- Disregard of safety rules and unsafe work habits.
- Behavior that disrupts the work environment to include indecent, inappropriate, or immoral conduct.
- Insubordination – Refusal to obey a lawful assignment or instruction.
- Wasting time, energy or supplies during course of shift.
- Inability to properly perform job functions as outlined on job description.
- Sleeping on duty.
- Foul or abusive language directed at co-workers, students or visitors.
- Neglect or mishandling of equipment or supplies.
- Violation of policies on absenteeism, tardiness and attendance.
- Dishonesty, including falsification of employment application forms, or other records and omission of pertinent information, or giving false testimony.

- Theft.
- Failure to maintain appropriate confidentiality.
- Malicious gossip that is disruptive to the efficient operation of the BOE/School or harmful to a fellow employee.
- Violation of City's Sexual-Harassment Policy.

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**Details:**

*Description of Infraction(s):*

*Plan for Improvement:*

*Consequences of Further Infractions:*

**Acknowledgement of Receipt**

By signing this form, you acknowledge that you understand the information in this warning. You also acknowledge that you and your supervisor have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

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Employee's Signature

Date

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Supervisor's Signature

Date

\* - Can Only Be Administered by Human Resources or Labor Relations

\*\* - Only applies to BEA Members