

# **DUE PROCESS**

## **SEVEN STEPS OF JUST CAUSE**

### **NOTICE**

Did the employer give the employee forewarning of the possible consequences of the conduct?

### **REASONABLE RULE**

Was the employer's rule reasonably related to the orderly, efficient, and safe operation of the school?

### **PRIOR INVESTIGATION**

Did the employer, before discipline, make an effort to discover if the employee did violate an order of management?

### **FAIR INVESTIGATION**

Was the employer's investigation conducted fairly and objectively?

### **PROOF**

At the investigation, did the 'judge' obtain substantial evidence that the employee was guilty as charged?

### **EQUAL TREATMENT**

Has the employer applied its rules and penalties without discrimination to all employees?

### **PENALTY**

Was the degree of discipline reasonably related to the seriousness of the employee's proven offense and the record of the employee in his service with the employer?