

## PERSONNEL

### EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations of the school district and provide the best possible work environment, the Board of Education (“Board”) expects employees to follow rules of conduct that will protect the interests and safety of all employees, students, and Board operations.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

- Violation of any Board policy, regulation or rule
- Violation of any applicable code of professional responsibility
- Engaging in abusive or offensive conduct directed toward a student or otherwise failing to safeguard the health and welfare of students
- Engaging in behavior that interferes with other employees, disrupts the learning environment or otherwise impairs work output, including failure to restrict personal business such as personal phone calls during work time
- Immoral conduct or indecency on Board premises, at a work site, or while in Board vehicles, or any other place while representing the Board
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating Board-owned vehicles or equipment
- Working under the influence of alcohol or illegal drugs
- Fighting or threatening violence in the workplace
- Illegal conduct at the workplace or conviction of a felony
- Theft or inappropriate removal or possession of property belonging to another
- Falsification of an employment application or any other employment-related record or document or time record, or knowingly giving false information
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Failure to maintain a neat and clean appearance, exhibiting unacceptable modes of dress or personal grooming or wearing unsafe clothing
- Creating or contributing to unsanitary conditions
- Failure to follow proper wage and hour record keeping procedure, including the proper submission of weekly time sheets
- Acceptance of fees, gifts or other valuable items in the performance of your official duties for the Board that results in a conflict of interests
- Use of your official Board position for personal gain, benefit or favor

- Smoking in prohibited areas including all Board facilities and grounds, parking lots and Board-owned vehicles
- Posting, removing or altering notices on Board bulletin boards without authorization
- Soliciting, selling merchandise, collecting funds without authorization during Board work hours
- Failure to report any accident or damage to Board property or any known condition that may pose a health or safety risk
- Negligence or improper conduct leading to damage of Board-owned property
- Unauthorized disclosure of confidential information
- Excessive absenteeism or any absence without notice, or failure to follow departmental procedure for reporting absences
- Excessive tardiness
- Unauthorized absence from work during the work day
- Unauthorized use of telephones, mail system, or other Board-owned equipment including computer resources
- Violation of the Board's acceptable use policy concerning computer resources
- Failure to maintain valid licenses and certifications required for your job position
- Off-duty misconduct that bears a relationship to your ability to perform your job
- Political campaigning on Board property
- Unsatisfactory performance or conduct