

Personnel

Professional Conduct

The District sets high expectations for its employees because of the important mission it has to serve its students and stakeholders. The vast majority of employees exemplify excellent job performance, work standards, and conduct to support the District mission and advance student success.

In order to attain the District's educational and organizational goals in an effective manner, sound management practice fully apprises employees of expectations for their conduct. This administrative regulation is intended to set forth the conduct and expectations that govern all District employees by outlining professional conduct.

When an employee violates a District policy, procedure, rule, or regulation, whether written or unwritten, that employee shall be subject to disciplinary action up to and including termination from employment as outlined in the Employee Handbook.

Expectations for professional conduct include but are not limited to the following:

1. Act in good faith and with respect by practicing civility with students, staff and community. Examples of behaviors that could be considered inappropriate include:
 - Threatening, harassing, intimidating, interfering with, coercing, injuring, or using abusive language toward students, employees or members of the public;
 - Disregarding the safety or well-being of others, and
 - Participating in activity (e.g. commentary on social media, etc.) that significantly detracts from the District's image or reputation unless protected by the First Amendment.
2. Serve the public's trust by responsibly safeguarding District resources. Examples of behaviors that could be considered inappropriate include:
 - Using, possessing or removing District property without authorization;
 - Damaging District property;
 - Engaging in non-charitable or business-related solicitation during assigned work hours;
 - Loitering or sleeping during assigned work hours or while on District premises;
 - Accessing, disclosing or copying confidential information or records without authorization, and

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- Accepting anything of value for the purpose of influencing judgment.
3. Honor the obligations of employment and law. Examples of behaviors that could be considered inappropriate include:
- Engaging in insubordinate behaviors;
 - Neglecting assigned job duties;
 - Failing to cooperate with a District investigation;
 - Falsifying, modifying, or altering any District documents or records, including applications for employment, whether by omission or commission;
 - Failing to be forthright;
 - Being excessively absent or tardy and/or failing to follow appropriate attendance reporting procedures;
 - Reporting to work impaired by illegal drugs, alcoholic beverages, or intoxicants, and/or impaired by the unauthorized consumption of prescription drugs or other legal substance;
 - Possessing, using, or selling illegal or unauthorized substances (i.e. drugs, drug paraphernalia, intoxicants, narcotics, or any other controlled substance.);
 - Possessing illegal or prohibited firearms or other weapons during assigned work hours or while on District premises;
 - Violating federal, state, and/or local laws/ordinances which are substantially job-related or render the employee unavailable for work due to incarceration;
 - Failing to comply with health, safety, and sanitation requirements, rules, and regulations, and
 - Failing to report child abuse or neglect.

Legal Reference:

Policy adopted: April 11, 1977
Policy reviewed: March 16, 1998
Administrative Regulation revised: July 24, 2017