

Timberlane Regional School District	Procedure Code: GBE - R
Adopted: 01-01-83 Revised: 10-03-96 Revised: 02-24-05 Revised: 11-01-07 Revised: 05-20-10	Page 1 of 2

STAFF RESPONSIBILITIES

Employees are expected to exemplify behavior and conduct that is professional and contribute to positive learning environment in the school.

Certain types of conduct and behavior are considered to be patently unacceptable. Examples include:

1. Immoral acts
2. Insubordination
3. Controlled substance abuse
4. Alcohol abuse -- intoxication
5. Excessive absence
6. Excessive tardiness
7. Unlawful acts
8. Interference with proper student activities
9. Interference with staff work functions
10. Possession of weapons or other devices that could inflict injury
11. Harassment and/or intimidation of students, staff, or citizens at large
12. Improper or obscene personal conduct
13. Misuse or negligent treatment of district property
14. Abusive and/or vulgar language
15. Threatening or violent behavior
16. Misrepresentation regarding employee benefits, privileges, and other rules and regulations

The following work rules are published to minimize the likelihood of any staff member becoming subject to any disciplinary action. Violation of these rules cannot be ignored by the administration. In the event a staff member is found to have violated these rules, he/she will be subject to discipline including reprimand, suspension, discharge, and criminal prosecution where warranted. The following rules are not intended to be all inclusive.

1. Staff members are expected to report for duty every working day. Excessive tardiness or absenteeism cannot be condoned.
2. Staff members must notify their supervisor of intended absence within the time limitations specified.

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3. Staff members must observe working hour schedules. (Starting time, quitting time, lunch, and preparation periods)
4. Staff members may not solicit or collect contributions for any purpose without permission from the administration.
5. Staff members must not sell or offer for sale any article or service on school property without permission from the administration.
6. Staff members must be diligent in their duties during assigned working hours. Abuse of time cannot be condoned.
7. Staff members must not interfere with any other employee's performance of duties.
8. Staff members may not perform unauthorized personal work during assigned working hours.
9. Staff members must not commit an act which might endanger the safety or lives of others.
10. Staff members must perform all work properly assigned by the administration.
11. Staff members may not falsify school records, reports, or payrolls.
12. Staff members may not leave the work location during working hours without authorization.
13. Staff members must not abuse, destroy, damage, or deface school property, tools, equipment or the property of others on school premises.
14. Staff members are prohibited from bringing or consuming, alcoholic beverages on school property, or at school sponsored functions, and from reporting for duty under the influence of alcoholic beverages.
15. Staff members are prohibited from bringing and consuming controlled substances on school property or school functions except those prescribed specifically to the staff member.
16. Staff members are prohibited from selling or distributing alcoholic beverages or controlled substances on school property or at school-sponsored functions.
17. Staff members are prohibited from carrying firearms or weapons on school property.
18. Staff members shall not disclose confidential information to unauthorized persons.
19. Staff members shall not convert property of the district, other employees, students, or vendors for their own use.
20. Staff members are expected to wear appropriate attire in each work location.
21. Staff members are prohibited from smoking on District property.