

Board Policy 5006 – Employee Conduct and Responsibility

BOARD POLICY

5006

SUBJECT: Employee Conduct and Responsibilities

All employees have a responsibility to become familiar with and abide by applicable federal and state laws that affect the workplace and OESD policies and internal guidelines and procedures designed to implement them.

In the area of personal conduct, all employees must conduct themselves in a manner that reflects credit upon OESD.

All employees will be expected to carry out their assigned responsibilities competently and with conscientious concern.

Essential to the success of OESD operations are the following specific responsibilities, which are required of all employees:

1. Competence in required job knowledge, skills, and abilities.
2. Reliability in attendance at work.
3. Support and abide by OESD policies, procedures, and guidelines.
4. Diligence in submitting required reports promptly at the time specified.
5. Care and protection of OESD property.
6. Concern and attention toward their own and OESD's legal responsibilities.
7. The Superintendent or his/her designee will develop an Employee Handbook in support of this policy including a set of work rules intended to inform and protect employees as well as describe OESD's expectations for employee conduct.

DATE ADOPTED: March 18, 2004

RENUMBERED January 21, 2016, from 3001

5006P

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These rules are published for your information and to minimize the likelihood of any staff member, through misunderstanding or otherwise, becoming subject to any disciplinary action. Disciplinary action is at the discretion of the Superintendent or his/her designee.

Please note that this is not an exclusive list and other forms of conduct may also result in discipline or termination. The following conduct is prohibited:

- a) Possession, use, or sale of illegal drugs or being under the influence of intoxicating beverages or non-medically prescribed narcotics while on duty or on OESD property. It is permitted to have alcoholic beverages in unopened containers that are securely locked in the employee's vehicle.
- b) Theft.
- c) Acts of violence, including, without limitation, committing or threatening violence or harm against a person or property, making harassing or threatening telephone calls, and stalking.
- d) Possession of firearms or any dangerous weapons, as described in RCW 9.41.250, or explosives as described in RCW 70.74.010, while on OESD property, unless exempted under RCW 9.14.280.
- e) Unauthorized disclosure of confidential information.
- f) Falsification of employment documents, time sheets, production reports, or other OESD records.
- g) Commission of a crime while either on duty or off duty if that crime is job related.
- h) Absence for work without notifying OESD.
- i) Unsafe operation of equipment or vehicles.
- j) Destruction of property of OESD or fellow employees.
- k) Unlawful discrimination or harassment.
- l) Removing OESD property from OESD's premises without authorization.
- m) Insubordination.
- n) Ignoring safety rules or safe practices.
- o) Failing to report occupational injury promptly to management.
- p) Unexcused or excessive tardiness or absenteeism.
- q) Unauthorized possession or use of any OESD property, equipment, or materials.
- r) Unauthorized presence on OESD premises.
- s) Violating published OESD policies and administrative regulations.

These work rules are guidelines and do not create a contract of employment. As such, the rules are intended to inform and protect employees, as well as to describe OESD's expectations. OESD may from time to time modify these rules at its sole discretion.

Employee Acknowledgement

I have read the OESD Work Rules.

Signature

Date

Name Printed

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