

OLYMPIC ESD 114 ADMINISTRATIVE PROCEDURE

EMPLOYEE CONDUCT AND CIVILITY

5006P

These procedures are provided 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. Olympic ESD 114 (OESD) expects employees to abide by these procedures while on OESD premises, attending OESD functions, or otherwise performing a work-related activity.

EMPLOYEE CONDUCT

The following list of prohibited OESD employee conduct may result in disciplinary action up to and including termination of employment. 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:

1. Possession, use, sale, distribution, or transfer of illegal drugs; or being under the influence of alcohol and/or illegal drugs while on duty or on OESD property, and/or while operating OESD vehicles. It is permitted to have alcoholic beverages in unopened containers that are securely locked in the employee's vehicle.
2. Theft,
3. Acts of violence in the workplace, including, but not limited to, committing or threatening violence or harm against a person or property, making harassing or threatening telephone calls, stalking, using intimidation tactics, and making threats,
4. Possession of firearms or any dangerous weapons, as described in RCW 9.41.270, or explosives as described in RCW 70.74.010, while on OESD property, unless exempted by law,
5. Unauthorized disclosure of confidential information,
6. Falsification of employment documents, time sheets, or other OESD records,
7. Commission of a crime while either on duty or off duty if that crime is job related,
8. Absence for work without notifying OESD,
9. Unexcused or excessive tardiness or absenteeism,
10. Unsafe operation of OESD equipment or vehicles,
11. Willful destruction of property of OESD or fellow employees,
12. Unlawful discrimination or harassment,
13. Insubordination,
14. Ignoring safety rules or safe practices,
15. Failing to report occupational injury promptly to management,
16. Unauthorized possession or use of any OESD property, equipment, or materials,
17. Unauthorized presence on OESD premises,
18. Violating OESD Board policies and administrative procedures,
19. Using excessively abusive, threatening, or obscene language, and
20. Making malicious, false and harmful statements about others.

CIVILITY

Civil conduct is defined as "politeness, a civil or polite act" and is expected in all interactions within Olympic ESD 114 (OESD).

Acts of uncivil conduct will not be tolerated on OESD premises or at agency sponsored activities, whether by administrators, staff, volunteers, or other visitors.

Employees who have witnessed or who believe they have been treated in an uncivil manner by another employee or anyone else are encouraged to:

- a) If possible, within two days of the incident speak directly and respectfully with the individual, at an appropriate time, place and manner, seeking to resume communications on a civil basis, or,
- b) If the employee is uncomfortable making direct, personal contact with the individual, believes that such contact would not be effective, or if such contact does not produce a satisfactory result, he/she should report to his or her supervisor or the Human Resources Director.
- c) The Supervisor, or the Human Resources Director in consultation with the supervisor, will determine what further steps, if any, are appropriate and should help the employees to establish requirements for further communications (e.g., the presence of a specified third person) to promote a civil, safe and nurturing environment.
- d) The Human Resources Director and/or the administrator responsible for the program or department are available as a resource to employees who are struggling with workplace relationships. The supervisor(s) or Human Resources Director may also suggest additional resources such as mediation, mentoring, specific training, and/or written materials that may help to address the employees' needs.

Retaliation will not be tolerated against individuals for working in good faith under this procedure and related policy.

These employee conduct and civility procedures are guidelines and do not create a contract of employment. As such, the procedures are intended to inform and protect employees, as well as to describe OESD's expectations. While these procedures provide tools to address unacceptable and uncivil conduct and promote productive interactions, they do not limit OESD's response to any issue.

Adopted: March 18, 2004

Renumbered: January 21, 2016, From 3001

Revised: January 17, 2019