

Code No. 404.1

2) Leaving the work place before the scheduled quitting time without the specific approval of the supervisor.

The following work rules relating to personal conduct are issued by the Keota School District to inform all employees of personal conduct considered unacceptable as a district employee.

These rules are established so the district can fulfill its mission in an orderly and efficient manner and are not intended to restrict the rights of employees, but rather to advise employees of prohibited behavior.

## **I. Work Performance**

1) Intentionally giving any false or misleading information to obtain employment or a leave of absence or sick days.

2) Negligence in performance of assigned duties, or interfering with another employee's performance of duties.

3) Insubordination, including disobedience, or failure or refusal to carry out assignments or instructions.

4) Falsifying records or giving false information to employees and agencies responsible for recordkeeping.

5) Failure to provide accurate and complete information and reports whenever an authorized person requests such information.

6) Unauthorized disclosure of confidential information or records.

7) Loafing, loitering, sleeping or engaging in unauthorized personal business.

8) Failure to comply with health, safety, and sanitation requirements, rules and regulations.

## **II. Attendance and Punctuality**

1) Failure to be at the work place, ready to work, at the scheduled starting time.

- 3) Unexcused or excessive tardiness or absenteeism.
- 4) Failure to observe the time limits and scheduling of lunch, rest, or personal needs periods.
- 5) Failure to notify the supervisor promptly of unanticipated tardiness or absence.

### **III. Use of Property**

- 1) Unauthorized or improper use of district property, tools, or equipment, including vehicles, telephones, computers, or mail service.
- 2) Unauthorized possession or removal of district or another person's private property.
- 3) Willfully damaging, destroying, or stealing property belonging to students, fellow employees or the district.
- 4) Unauthorized posting or removing of notices or signs from bulletin boards.
- 5) Unauthorized use, lending, borrowing, or duplicating of district keys.
- 6) Unauthorized entry to district property, including unauthorized entry outside of assigned hours of work or entry to restricted areas.
- 7) Unauthorized use of a district-owned vehicle for personal use.

### **IV. Personal Actions and Appearance**

- 1) Threatening, attempting or doing bodily harm, fighting, or engaging in horseplay with another person.
- 2) Intimidating, bullying, harassing, interfering

with, or using abusive language towards others.

3) Unauthorized possession of firearms or other weapons.

4) Making false or malicious statements concerning other employees, supervisors, students, or the district.

5) Use or possession of alcoholic beverages or narcotics during working hours, or smoking on district premises, or reporting to work under the influence of alcoholic beverages or illegal drugs.

6) Unauthorized solicitation for any purpose.

7) Inappropriate dress or lack of personal hygiene that adversely affects proper performance of duties or constitutes a health or safety hazard.

8) Unauthorized or improper use or possession of uniforms, identification cards, badges, or permits.

9) Failure to exercise good judgment, or being discourteous, in dealing with parents, students, the general public or fellow employees.

10) Fraternalizing with students, including but not limited to touching, excessive conversation, or other non-job related personal contact with students.

11) Use of a cell phone while driving a district-owned vehicle on the road.

## **V. Ethics**

1) Failure to adhere to the district's curriculum and instructional policies, procedures, and guidelines.

2) Furnishing, other than to school personnel, any list of names or addresses of students and failure to limit the use of commercial advertising in the classroom to those items that have the advance approval of the building principal or immediate supervisor.

3) Failure to follow the district's policy on addressing concerns through the proper

administrative communication channels.

4) Personally benefiting from the sale of merchandise to any student.

5) Failure to report all arrests and convictions of a violation of law other than a minor traffic violation. (Exception: Bus Drivers shall report all moving traffic violations.)

6) Failure to comply with Chapter 25 (Code of Professional Conduct and Ethics) or Chapter 26 (Code of Rights and Responsibilities) of the Rules of the Educational Examiners Board (Chapter 282 of the Iowa Administrative Code).

Employees engaging in prohibited behavior risk discipline up to and including a verbal warning, counseling, oral or written reprimands, suspension with or without pay, or termination of employment. Additionally, where warranted, complaints to the Board of Educational Examiners and/or local law enforcement for criminal prosecution may be made where employees engage in prohibited behavior, which violates Rules of the Board of Educational Examiners or criminal laws or ordinances.

Cross Reference: 400 Employees

Approved: 11/23/09 Reviewed: 12-04-19

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