

DeForest Area School District
Administrative Regulation

TITLE: EMPLOYEE EXPECTATIONS	NUMBER: AR 3.3a(1a)
<i>Executive Limitation: EL 3, Treatment of Staff (3.3a – Employee Work Rules, General Provisions)</i>	
Recorded as Administrative Regulation: <i>Established: 3/8/04 Revisions: 11/24/08, 9/12/11, 4/23/12</i>	
Origin as Board Of Education Policy: Personnel 522 <i>Established: 1980 Revisions: 11/29/94, 5/22/95</i>	

All employees have the responsibility to provide the best possible education for the students of the DeForest Area School District. This responsibility encompasses the facilitation of educational excellence while providing a safe and caring environment.

Employees have an obligation to continuously evaluate the effectiveness of the programs and practices in the District. Where programs and practices are deemed in need of improvement, employees are expected to be forthright in offering suggestions about any policy, regulation or practice that may need to be changed to improve the education provided by the District. To affect positive change, it is expected that employees will work collaboratively to identify and pursue needed changes and reinforce existing programs, which are of proven value.

GENERAL RULES OF CONDUCT

Employees, including Board Members, are representatives of the District, both in and out of the District. Employees are expected to model positive, effective behaviors and to adhere to the highest standards of their professions.

To assist with the efficient operation of the DeForest Area School District and to insure the safety and well-being of those at the District, the following rules of conduct are in force. The rules of conduct are not intended to restrict the legitimate rights and activities of employees, but rather are intended to help employees by defining and protecting the rights and safety of all persons working, attending, or visiting the District. Employees are expected to acquaint themselves with these rules as well as with other work rules specific to their department. The conduct defined below (and specific department work rules) will subject employees to corrective action at the discretion of the DASD, up to and including dismissal, depending upon the severity of the violation. The following list of general rules of conduct is by no means exhaustive and other conduct may subject an employee to discipline. Violations of policy include, but are not limited to:

1. Falsification or unauthorized altering, deletion or omissions of records, employment applications, time sheets, time cards, work reports, departmental records, or other documents related to District operations or refusal to submit documentation required by their position.
2. Unauthorized disclosure of confidential or privileged information.
3. Unauthorized use and/or possession of intoxicating beverages, narcotics or drugs on District premises; or reporting to work under the influence of intoxicating beverages, narcotics or drugs; being in an unfit condition to work.
4. Stealing, unauthorized removal, unauthorized use or collection of money, loss, damage, or destruction of property belonging to the District, employees, students or visitors of the District.

5. Being tardy, leaving early or being absent from work without permission or proper notification. Fraudulent requests for time off or fraudulent absence allegedly due to illness.
6. Taking breaks at unauthorized times or places, sleeping while on duty, or gambling on District premises.
7. Promoting, encouraging, engaging in, or facilitating, any illegal strike, slowdown, sickout, work stoppage, curtailment of work schedules, or refusal to perform customary and assigned duties.
8. Refusal to follow a work directive, carry out assigned job duties or insubordination toward a manager, supervisor or management representative.
9. Carrying weapons onto District premises unless specifically preauthorized to do so.
10. Violating or ignoring workplace safety and sanitary standards and expectations.
11. Unauthorized or misuse of e-resources or District software.
12. Physical assault, use of obscenities and/or abusive language on District premises.
13. Cyber-bullying or using electronic media to spread rumors, posting or sending insulting messages or pictures by mobile device or using the internet.
14. Threatening, intimidating, harassing or bullying others in the workplace or on District premises (e.g. behavior using words or actions intended to cause fear, intimidation or harm).
15. Behaving in an overtly discourteous, abusive or disrespectful manner toward a fellow employee, supervisor, student or any other member of the District community.
16. Failing to fully cooperate in any District investigation, which includes but is not limited to refusing to participate, providing evasive, untruthful or misleading information.
17. Failing to obtain or maintain a current license, certification or other qualification required by law or DASD as a condition of continued employment, which includes but is not limited to failing to be responsive to requests from DPI. Employees must maintain all licenses held when hired unless mutual agreement is reached with the District.
18. Any and all other standards of conduct which the District has established or reasonably has the right to expect in conducting its business.

The aforementioned list constitutes some, but not all, of the kinds of conduct that will result in disciplinary action, up to and including dismissal. The District reserves the right to determine the appropriate discipline, up to and including dismissal, based on the circumstances of the individual incident. This provision does not alter the at-will employment relationship and the District may terminate the employment relationship at any time.