

STANDARDS OF CONDUCT
FOR
WATERFORD SCHOOL DISTRICT EMPLOYEES

Employees must comply with Waterford School District's standards of conduct at all times. The Board of Education authorizes the Superintendent to create standards for school district employees. The following standards ensure that the school district operates in an orderly and efficient manner, protect the health and safety of all employees, maintain uninterrupted services and jobs, and protect the school district's goodwill and property.

Although the following standards do not reduce or restrict rights to which employees are otherwise entitled, they apply in the workplace, in the community, and in private residences or other private areas to the maximum extent permitted by law. Any employee who fails to comply with the following standards is subject to disciplinary action, up to and including discharge.

These standards may be changed in the sole discretion of the school district. The following standards are intended to be representative of the school district's standards for employee conduct and are not an exhaustive list of the school district's standards.

Standards of Conduct

Employees may not engage in the following conduct:

1. Carry firearms or other weapons on school premises.
2. Consume, possess, solicit, disperse, use, and/or sell any illegal drugs, pills, or narcotics.
3. Possess and/or use any alcoholic beverages, tobacco, or tobacco products on Waterford School District property at any time.
4. Report to work under the influence of alcohol, narcotics, or any mind-altering substance that disrupts job performance.
5. Immoral and/or unprofessional conduct, and/or acts of moral turpitude that demonstrate lack of fitness for work in a school setting or which pose a significant danger to students, school employees, or others, or which are hostile to the welfare of the school community.
6. Steal or misappropriate property and/or funds.
7. Conduct personal business during working hours or on school district premises without permission, including use of personal communications devices used to call, text, browse the Internet, or perform similar personal tasks.
8. Operate and/or use machines, telephones, tools, or other Waterford School District owned equipment or property without approval from the employee's supervisor or for personal matters or gain, or engage in abuse, misuse, or destruction of Waterford School District and/or others' property, tools, or equipment.
9. Defame, verbally abuse, bully, and/or cyberbully employees, students, parents, the Board, or Board members.
10. Falsify reports or records, including personnel, absence or sickness reports or records.
11. Refuse to obey directives of supervisors, or other insubordinate conduct.
12. Gamble, or take part in any game of chance, on Waterford School District premises.
13. Intentionally slow down work performance or cause a slowdown in others' work performance.
14. Violate school district policies, regulations, rules, or procedures, or local, state, or federal laws, regulations, or rules.

