

General Personnel Policies

Staff shall be responsible for performing the responsibilities assigned under the appropriate job description in accordance with district policies, regulations and the standard operating procedures of the unit to which they are assigned. Any departure from the regular duties and responsibilities of staff shall be under the direction of the immediate supervisor and with the approval of the superintendent or designee.

Administrators and supervisors shall advise employees under their supervision of pertinent Board policies and regulations, as needed.

District employees are responsible for the health and safety of students, staff and patrons, and for the safeguarding of district property.

Teachers are directly responsible for proper management and supervision of students within the classroom, the building, or at any sponsored activity of the school.

Classified personnel shall be responsible for such management and supervision of students in noninstructional situations as may be required by the job description or assigned to them by the superintendent or building principal.

No employee shall solicit students, nor the parents of students, for the purpose of selling or promoting sales of any goods, commodities or services from which the employee may or will derive financial benefits.

No employee shall furnish any list of names of students, employees or patrons involved with the school to any individual, group or company without the advance approval of the superintendent/designee.

Staff shall not distribute any materials to students or to fellow employees without the advance approval of the principal or unit manager, who shall follow guidelines set forth by the superintendent governing such materials.

Staff shall not purchase materials on behalf of the district without approval from the business manager except through utilization of the petty cash account or in the case of emergency that would endanger the safe and economical operation of the district. Should a purchase be made under emergency conditions, a purchase order shall be processed as soon as possible.

Staff shall not visit with salesmen or other persons concerning personal business during working hours.

Staff shall not bring their children or other children with them to remain in the building or under their care during the hours of district employment unless a prior written request is approved by the principal or supervisor and children do not compromise the integrity of the learning and work environment.

Staff shall safeguard and protect the properties of the district. Windows and doors shall be properly secured before leaving any district building at any time outside of regular business hours. Money and other valuables shall not be left in the buildings.

END OF POLICY

Legal Reference(s):

[ORS 342.169](#)

[ORS 653.305 - 653.326](#)

[ORS 659.340](#)

[OAR 581-022-0705 \(4\)](#)

Cross Reference(s):

EBBA - First Aid