

Prairie City School District 4

Code: **GBCB**
Adopted: 12/15/92
Readopted: 06/14/06

Staff Conduct

The following rules are published to minimize the likelihood of any employee, through misunderstanding or otherwise, becoming subject to any disciplinary action. Violation of these rules cannot be ignored by administration. In the event an employee is found to have violated these rules, he/she will be subject to immediate discipline including suspension, discharge and criminal prosecution where warranted.

The following rules are examples but are not intended to be all inclusive:

1. All employees are expected to report for duty every working day. Excessive tardiness or absenteeism will not be condoned;
2. Each employee must notify his/her administrator in charge of intended absence within the time limitations specified;
3. Each employee must observe working hour schedules (starting time, quitting time, lunch hour and preparation periods);
4. No employee may solicit or collect contributions for any purpose on district property without administrative permission;
5. Employees must not sell or offer for sale any article or service without administration permission;
6. Employees must be diligent in their duties during assigned working hours. Abuse of time will not be tolerated;
7. Employees must not interfere with any other employee's performance of duties;
8. Employees may not perform unauthorized personal work during assigned working hours;
9. Employees must not commit an act which might endanger the safety or lives of others;
10. Employees must perform all work properly assigned by an administrator in charge;
11. Employees may not falsify district records, reports payrolls or employment applications;
12. Employees may not leave the work location during working hours without permission of an administrator in charge;
13. Employees must not unlawfully use, abuse, destroy, damage or deface district property, tools, equipment or the property of others on district premises;

14. Employees must not fight on district property;
15. Employees are prohibited from bringing alcoholic beverages or controlled substances on district property, from consuming alcoholic beverages or controlled substances on district property and from reporting for duty under the influence of alcoholic beverages or controlled substances;
16. Employees are prohibited from consuming beverages and/or food while in the classroom unless for a prior approved activity/event;
17. Employees are prohibited from carrying firearms or other weapons on district property;
18. Employees must not disclose confidential information to unauthorized persons;
19. Employees must not convert property of the district, other employees, students or vendors for their own use. Theft of any sort will be dealt with harshly;
20. Proper attire is expected in each work location. Casual clothing such as shorts is not an acceptable “proper attire”;
21. Employees are prohibited from fraternizing with students. This includes, but is not limited to, touching, excessive conversation or other non-job related personal contact with students.

END OF POLICY

Legal Reference(s):

[ORS 244.010](#)
[ORS 244.020](#)
[ORS 244.040](#)
[ORS 244.120](#)

[ORS 244.130](#)
[ORS 244.350 - 244.380](#)
[ORS 294.311 \(22\)](#)
[ORS 294.336](#)
[ORS 332.016](#)
[ORS 659A.309](#)

[OAR 584-020-0040](#)

Oregon Government Standards and Practices Laws, A Guide for Public Officials, Oregon Government Standards and Practices Commission (Dec. 1993).