

## **General Personnel Policies**

All employees shall:

1. Maintain cooperative and harmonious working relationships with the other staff members, the students and the public;
2. Maintain good standards of appearance and cleanliness, setting an example for the students in safety and health;
3. Protect personnel, equipment and facilities under their supervision or in their building;
4. Conduct themselves by adherence to the highest moral, ethical and professional standards, consistent with Oregon Ethics Law, Oregon Revised Statute (ORS) Chapter 244 and Standards for Competent and Ethical Performance of Oregon Educators, Oregon Administrative Rules (OAR) 584 Division 20;
5. Refrain from discrimination as set forth in federal and state statutes and regulations and district policies;
6. Seek in-service, professional training and advancement in accordance with abilities possessed and certification or licensure requirements as applicable;
7. Attain and maintain physical abilities to accomplish tasks assigned including the essential functions of the position, with or without reasonable accommodations;
8. Report to work on time as scheduled and, upon absence, notify the supervisor in a timely manner;
9. Use district equipment, supplies, facilities and district-paid time only for school-related activities or those approved by the superintendent or designee consistent with ORS Chapter 244.