

STANDARDS OF CONDUCT

The Board requires its employees to conduct themselves in a manner which reflects favorably upon them as representatives of the school division. To this end, the Board will establish and maintain certain standards of conduct designed to:

1. establish a fair and objective process for correcting and treating unacceptable conduct.
2. distinguish between less serious and more serious misconduct and provide timely corrective action.

The standards of conduct are intended to be illustrative but not all inclusive of the type of conduct expected of employees.

Adopted: July 1, 1993
Amended: December 8, 1997
Reviewed: May 27, 2004

PROCEDURES FOR COMPLIANCE - STANDARDS OF CONDUCT

A. At a minimum the following standards are expected of all employees:

1. Timely and regular attendance.
2. Dependable application of time - employees are expected to apply themselves to their assigned duties during the full schedule for which they are compensated except for reasonable time provided for such things as personal hygiene.
3. Satisfactory work performance.
4. Appropriate attire.
5. Courteous and professional behavior toward the public, ~~and~~ fellow employees, and students.

B. To ensure orderly operations and provide the best possible work environment, Albemarle County Public Schools, expects employees to follow Standards of Conduct that will protect the interests and safety of all employees and the organization. The following are examples of unacceptable conduct:

1. Insubordination.
- ~~2.~~ Unsatisfactory attendance or excessive tardiness.
- ~~23.~~ Abuse of County time such as unauthorized time away from the work area.
- ~~34.~~ Obscene or abusive language.
- ~~45.~~ Conviction of a moving violation or failure to notify supervisor of an accident while using a County vehicle.
- ~~56.~~ Failure to follow a supervisor's instructions, perform assigned work, or comply with established County policy.
- ~~67.~~ Leaving the work site without permission during work hours.
- ~~78.~~ Failure to report to work without proper notification.
- ~~89.~~ Unauthorized use or misuse of County property or records.
- ~~910.~~ Violation of safety rules to include negligent driving of a County vehicle.
- ~~1011.~~ Falsifying any records such as, but not limited to, vouchers, reports, insurance, time records, leave records, or other official records.
- ~~1112.~~ Willfully or negligently damaging or defacing records, County property, or employee property.
- ~~1213.~~ Theft or unauthorized removal of County records or property.
- ~~1314.~~ Gambling on County property or during work hours.
- ~~1415.~~ Threatening or coercing employees.
- ~~1516.~~ Indebtedness to the County.
- ~~1617.~~ Use of an employee's work time or work environment to promote a political candidate/controversial issue.
- ~~1718.~~ Inadequate or unsatisfactory job performance.
- ~~1819.~~ Acts of physical violence or fighting on the job.
- ~~1920.~~ Reporting to work or any work- or school-related activity in possession of or after any consumption of _____ alcohol or unlawful use of controlled substances.

- ~~20~~21. Possession or use of alcohol or controlled substances, unauthorized possession or use of _____ firearms, dangerous weapons or explosives on the job.
- ~~22.~~ Untruthfulness.
- ~~24~~23. Criminal convictions for acts of conduct occurring on or off the job which are plainly related to job performance or of such a nature that to continue the employee in the assigned position could constitute negligence in regard to the Board's duty to the students, the public, and/or its employees.
- ~~22~~24. Solicitation for goods and services for personal use of employees or students.
- ~~23~~25. Smoking, chewing, or otherwise using any tobacco products on school property.
- ~~24~~26. Sharing confidential information, i.e. student personal information, grades, and/or test scores.
- ~~24~~2527. Engagement in any romantic or sexual relationship between an employee and his or her supervisor(s).
- ~~25~~2628. Engagement in any romantic or sexual relationship with an Albemarle County Public School student.
- ~~29.~~ Inappropriate communications.

Individual schools/departments may have additional standards of conduct as defined by the principal/department head. These should be written, approved by the Superintendent/Designee and shared with the school's/department's employees before administering additional standards of conduct.

Employees who engage in any of the above-stated conduct, or who otherwise violate established standards of conduct expected of all employees, are subject to disciplinary action up to and including immediate dismissal from employment.

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