



School District of the City of Pontiac

Human Resources Office | Y'londa Kellum, Assistant Superintendent of Human Resources

EMPLOYEE WORK RULES

The following work rules relating to personal conduct are issued by the Pontiac School District as part of its responsibility under law to inform all employees of personal interpersonal conduct considered unacceptable as a Pontiac School District employee. These rules are established so the District can attain its objectives in an orderly and effective manner and are not intended to restrict the rights of employees, but rather to advise employees of prohibited conduct. Engaging in one or more of the following forms of prohibited conduct by an employee of the Pontiac School District may result in disciplinary actions; ranging from a reprimand, to immediate discharge, depending upon the specific form of conduct as well as the number of infractions.

These work rules listed below do not constitute the entire list of violations for which employees may be disciplined. Other rules are provided by law and by administrative policies/procedures established by the Pontiac Board of Education. Violations of these rules can also result in appropriate disciplinary action. Additional work rules may be established by the Superintendent to meet special requirements of departments or work units, or as circumstances require. Questions regarding the work rules can be directed to the Human Resources Department.

PROHIBITED CONDUCT

1. WORK PERFORMANCE

- a. Insubordination, including disobedience, or failure and/or refusal to carry out assignments or instructions.
- b. Loafing, loitering, sleeping, or engaging in unauthorized business.
- c. Unauthorized disclosure of confidential information or records.
- d. Falsifying records or giving false information to other state agencies or to employee's recordkeeping. This includes attendance reporting, labor time reports, and any other legal documents.
- e. Failure to provide accurate and complete information whenever such information is required by an authorized person.
- f. Failure to comply with health, safety, and sanitation requirements, rules and regulations.
- g. Negligence in performance of assigned duties.

2. ATTENDANCE AND PUNCTUALITY

- a. Failure to report promptly at the starting time of a shift or leaving before the scheduled quitting time of a shift without the specific approval of the immediate supervisor.
- b. Unexcused or excessive absenteeism.
- c. Failure to observe the time limits and scheduling of lunch, breaks, or preparation periods.
- d. Failure to notify your immediate supervisor promptly of unanticipated absence or tardiness.



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3. PERSONAL AND INTERPERSONAL ACTIONS

- a. Threatening, attempting, or doing bodily harm to another person.
- b. Threatening, intimidating, interfering with, or using abusive language toward others.
- c. Unauthorized possession of weapons.
- d. Making false or malicious statements concerning other employees, supervisors, students or the District.
- e. Use of alcoholic beverages or illegal drugs during work hours.
- f. Reporting to work under the influence of alcoholic beverages illegal drugs.
- g. Unauthorized solicitation for any purpose.
- h. Inappropriate dress or lack of personal hygiene which adversely affects proper performance of duties of constitutes a health or safety hazard.
- i. Unauthorized or improper use or possession of uniforms, identification cards, badges, or permits.
- j. Failure to exercise good judgment, or being discourteous in dealing with fellow employees, students, or the general public. This includes social networks such as Facebook, Twitter, or text messaging.
- k. Participation in gossip, demeaning or inappropriate communications or conversations within the workplace pertaining to other individuals and/or students.

4. USE AND EXCHANGE OF SCHOOL DISTRICT PROPERTY

- a. Unauthorized or improper use of District property or equipment including vehicles, telephone or mail.
- b. Unauthorized possession, removal, exchange of District property, information, or document. This is inclusive of another employee's private or personal information (i.e. payroll, medical, emails, passwords, log-ins, etc.)
- c. Unauthorized posting or removing of notices or signs from bulletin boards, doors, or property.
- d. Unauthorized use, lending, borrowing, or duplicating of District keys.
- e. Unauthorized entry to District property, including unauthorized entry of assigned hours of work or entry to restricted areas.

My signature below acknowledges that I have received and read the Work Rules for the School District of the City of Pontiac. I further understand that my employment with the School District of the City of Pontiac is subject to my adherence to the Work Rules.

Employee (Printed Name) _____

Employee (Signature): _____

Date: _____

Human Resources Administrator _____