

EMPLOYEE RULES OF CONDUCT

Baldy View Regional Occupational Program (ROP) shall establish employee rules of conduct which serve as guidelines for employee behavior applicable to all employees. It is not the intent of the Baldy View Regional Occupational Program Commission that these rules be exclusive, but that they supplement the laws of the state, regulations prescribed for the governance of the public schools and school programs by the State Board of Education, and other regulations adopted by the Commission. Violation of these rules shall be grounds for disciplinary action.

Employee Obligations and Responsibilities

1. All employees shall keep accurate records. Certificated employees' record keeping shall include but not be limited to student attendance, student progress, student discipline, etc.
2. All employees shall complete and submit timely projects, reports and forms as directed by their supervisor.
3. Employees with responsibility for student supervision are responsible for students in their charge and shall not leave the students unsupervised.
4. No employee shall administer corporal punishment to any student.
5. No employee shall release any information or records designated by law or the ROP as confidential to any person or organization except as provided for by Commission policy governing the release of confidential information and records.
6. All employees are required to report all industrial accidents involving the employee or students to their supervisor immediately. The ROP human resource office must notify the insurance carrier within 24 hours of the accident.
7. All employees shall comply with all policies and procedures of the Commission.

Employee Attendance and Working Hours

1. All employees shall report for work as designated by the Superintendent.
2. All employees shall remain at work until the completion of the workday as designated by the Superintendent.
3. Employees shall use sick leave for authorized purposes only.
4. Employees shall report for work at the expiration of any leave of absence.

EMPLOYEE RULES OF CONDUCT (continued)

Insubordination

1. Employees shall follow orders and directives given by their supervisor.
2. No employee shall use abusive or obscene language directed toward any employee of the ROP. This shall include any derogatory, sexual, racial, or ethnic remark.

Misconduct

1. No employee shall possess, use or be under the influence of marijuana or any illegal drug or narcotic as defined under state or federal law while on duty or on school premises.
2. No employee shall possess, use or be under the influence of any alcoholic beverage while on duty or on school premises.
3. Employees shall not falsify any work records or employment forms.
4. Employees shall not sleep while on duty.
5. Employees shall not use abusive or obscene language in the performance of their duties and assignments. This shall include derogatory, racial or ethnic remarks.