
















Employee Handbook - Standards of Conduct and Discipline

Like most organizations, the School is a complicated community and needs efficiency, productivity, courtesy and cooperation among employees. For this reason, it may be helpful to identify some examples of the types of conduct that are not permitted and that may lead to disciplinary action, possibly including immediate termination. The Head of School, in his/her sole discretion, will determine the appropriate disciplinary action, such as verbal counseling, written warnings, suspension and/or termination. The School has the right to place an employee on leave at any time with or without pay. An employee may be placed on administrative leave pending an investigation of misconduct, potential disciplinary action, or other reasons that the Head of School, in his/her discretion, believes warrants such leave.

Although it is not possible to list of all types of impermissible conduct and performance, the following are some examples:

-  Unauthorized tardiness or absences.
-  Leaving work area or job assignment during working hours without proper authorization.
-  Failure to observe work schedules including rest and lunch periods for nonexempt employees.
-  Performing assigned duties and responsibilities incompetently, unsatisfactorily, or inefficiently (including lack of preparation for assigned duties).
-  Being negligent or careless in performing assigned duties and responsibilities.
-  Sleeping during work time.
-  Failing to observe known or posted safety rules.
-  Contributing to unsanitary conditions or poor housekeeping.
-  Being insubordinate or otherwise engaging in uncooperative or inappropriate conduct, including refusing to follow a supervisor's requests, instructions, or directives, or refusing to abide by any School rule or policy.
-  Interfering with the work performance of any employee, delaying or otherwise impeding the performance of services to be rendered to the School's students or influencing or attempting to influence others to so interfere.
-  Improper, abusive or offensive conduct toward anyone at the School, or insubordination
 - or refusal to perform the tasks in an appropriate manner that have been assigned by the
 - School.
-  Smoking on campus.
-  Possessing, selling, being impaired by, or using illegal/unauthorized drugs, alcohol or other substances, which may be detrimental to the health or safety of the employee, students, or others while on the premises or while engaged in School business. If an employee must use a prescription drug that which may impacts his/her ability to safely perform work during working hours, the employee must notify his/her supervisor.



- 🎬 Making defamatory or false statements detrimental to the School's business operation or good standing in the community.
- 🎬 Failure to be courteous and polite at all times to other employees, students, and guests.
- 🎬 Release of confidential information about the School, employees, students, families, or
 - prospective students.
- 🎬 Misusing, destroying, or damaging property of the School, a student, fellow employee or visitor.
- 🎬 Theft or unauthorized removal or possession of property of the School, students, fellow employees, or anyone on School property.
- 🎬 Altering, falsifying, or destroying any timekeeping record.
- 🎬 Falsifying or making a material omission on an employment application or making erroneous entries or material omissions on school records.
- 🎬 Providing false documents or statements regarding an I9 verification (U.S. citizenship).
- 🎬 Threats, intimidation including using obscene, abusive or threatening language to any of the School's employees, students, or members of the School's community or visitors.
- 🎬 Bringing dangerous or unauthorized materials, such as explosives, firearms or other similar items, onto the School's premises.
- 🎬 Engaging in criminal conduct related to job performance or which has a nexus to the
 - School's operations.
- 🎬 Conduct that violates the School's policies, including its policy against harassment, discrimination and retaliation, and the policy against workplace bullying.
- 🎬 Gambling on School property.
- 🎬 Violation of School policies concerning conflicts of interest.
- 🎬 Use of the School's letterhead, unless approved by the employee's supervisor in writing.
- 🎬 Immoral or indecent conduct on the School's property.
- Being on School property at unauthorized times without proper reason or loitering before and after work.
- Unsuitable or improper attire at work.
- Any other violation of the policies in this Handbook.
- Any other conduct or behavior that the School, in its sole discretion, believes in good faith is not in the School's best interests.

Nothing in this section alters the atwill employment relationship between employees and the School. In addition, nothing in this policy is intended to infringe upon an employee's right to discuss terms and conditions of employment, including wages and working hours.