

EMPLOYEE CODE OF EXCELLENCE

Board-Approved Employee Code of Excellence

Each Revere Local Schools employee shall:

1. Report to work acceptable for duty, and remain fit for duty whenever on duty.
2. Prepare for and perform all assigned duties required by one's job description(s).
3. Demonstrate respect, integrity, and consideration when interacting with students, parents, staff, community members, and other stakeholders.
4. Comply with justifiable directives issued by established lines of authority.
5. Identify, report, and/or control, if possible, unsafe conditions and/or safety hazards in order to maintain safe and secure working and/or learning environments.
6. Adhere to federal laws, state statutes, Board policies, and related administrative and contractual guidelines that prohibit coercive, harassing, threatening, bullying, retaliating, or discriminating conduct.
7. Communicate in a truthful and timely manner about pertinent matters of interest to the District.
8. Acquire, use, maintain, and dispose of District assets in an ethical and responsible manner in accordance with federal laws, Board policies, and ORC.
9. Maintain confidentiality of information as required under federal laws and/or ORC.
10. Notify the appropriate administrator or supervisor of actions that may represent violations of federal laws and/or ORC.
11. Refrain from any activity that interferes with either one's ability to effectively perform one's duties as assigned, or the legitimate operational interests of the District.
12. Comply with all other federal laws, state statutes, Board policies, and related administrative and contractual guidelines.

Approved this ____ day of _____, 2017.

Signed:

Claudia Hower, President, Revere Local Board of Education

Signed:

George Seifert, Vice President, Revere Local Board of Education

Signed:

Dana Appel, Member, Revere Local Board of Education

Signed:

Thomas Kelley, Member, Revere Local Board of Education

Signed:

Dana Sabitsch, Member, Revere Local Board of Education

Signed:

Matthew Montgomery, Superintendent, Revere Local Schools