

# Items for Specific Review

## Gulfport School District

Initial  
each  
box

*To be completed by all employees – classified, certified, and administrative*

- 1. I know that my job description, with its duties, is located in the Personnel Office of the GSD Administrative building and on the GSD website.
- 2. My principal/supervisor has made me aware of my work hours, policies for sick leave, personal leave, school business leave and the procedure(s) to follow when I am ill and unable to report for work and that it is my responsibility to keep track of used and available leave.
- 3. I understand the importance of promptly submitting leave requests, which are found on the GSD website. I also understand that it is my responsibility to complete the "Travel Form" and the "Airline Reimbursement Form" when traveling for Professional Leave, and that I am subject to termination for falsification of leave requests.
- 4. I understand that it is my responsibility to notify my supervisor immediately when I claim protection under the Family Medical Leave Act.
- 5. I understand that all GSD policies can be found in the "Board of Trustees Policy Manual" located on the district's website and that it is my responsibility to be familiar not only with the district's harassment policy (i.e. sexual harassment, bullying, cyber bullying, et al) from both a student's (JCD) and employee's (GAC) perspective, but all other policies as well.
- 6. I understand that the grievance policy (GACD) is also outlined in the policy manual and that it explains the procedure to be followed should I have a grievance.
- 7. I understand that the school district prohibits discrimination on the basis of race, color, religion, national origin, sex, age, or disability.
- 8. I understand that overtime is not allowed unless approved in advance (in writing) by the administration and that a violation of the overtime or the clocking in/out procedure may be cause for my termination. (classified staff)
- 9. I understand that there is a requirement for confidentiality of student names and student information that may result in my termination if that confidence is violated.

- 10. I understand that I bear financial responsibility for items missing from my fixed asset inventory. Transferring fixed assets from my room or loaning them to another individual is only to be done with my principal's authorization.
  
- 11. General safety issues have been reviewed with me by my principal/supervisor.
  
- 12. Specific job requirements for safety, lunch hours, duties, eating/drinking beverages while on duty, vehicle parking, professional dress, cell phone use, security badges, visitors, etc. have been discussed with me by my principal/supervisor.
  
- 13. I understand that, under the Worker's Compensation Insurance Act, any person who willfully makes any false or misleading statement or representation for the purpose of obtaining or wrongfully withholding any benefit or payment is guilty of a felony.
  
- 14. I understand that the use of profanity by staff is prohibited and may result in disciplinary action.
  
- 15. I understand that use of tobacco products and/or smoking is prohibited on school property, in school buildings, and in district vehicles.
  
- 16. It is my responsibility to be thoroughly familiar with policies and procedures related to the handling of money (cash, checks, EEF cards and money orders) and the purchasing of goods or services from school, activity, or booster accounts.
  
- 17. I have read, understand, and signed the "Employee Internet Acceptable Use Policy" and understand that it is my responsibility to be a good steward in regard to professional and social media internet use.
  
- 18. The reduction-in-force (RIF) policy has been explained to me, including the rating guide. (Certified-GBKA/Classified GCKA)
  
- 19. I understand that it is my responsibility to make sure all necessary paperwork is submitted to the personnel office before I will receive a contract.
  
- 20. I have received and reviewed the Mississippi Educator Code of Ethics and Standards of Conduct.

