

EMPLOYEE RIGHTS AND RESPONSIBILITIES

Code **GBE** -Issued- **11/05**

Purpose: To establish the board's vision for the rights and responsibilities of employees of Charleston County School District.

Employees shall be accorded all rights including due process of law as guaranteed by state and federal laws and constitutions. All employees have a responsibility to make themselves familiar with and abide by federal and state laws and the regulations designed to implement the laws. The same requirement applies to the policies of the board and related administrative rules and procedures.

The board expects each employee to carry out his/her assigned responsibilities with conscientious concern. Essential to the success of ongoing district operations and the instructional program are the following specific responsibilities which Charleston County School District requires of all personnel.

- faithfulness and promptness in attendance at work
- support and enforcement of policies of the board and administrative rules and procedures
- diligence in submitting required reports promptly at the times specified
- care and protection of school and district property
- attendance at school functions in accordance with district expectations
- concern and attention toward his/her own and the board's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times

In their association with each other and with students, all employees should exhibit an appropriate and professional demeanor through their manner, dress, courteousness, industry and attitude in order to establish themselves as role models who influence the development of young people. The board expects its employees to be exemplary models, as well as provide exemplary ~~fulfillment of the District's goals.instruction.~~

Employees are expected to act professionally and to use the chain of command to resolve personnel and operational issues. When asked for their participation, all employees shall cooperate with the efforts of the District to investigate matters relevant to personnel and operational issues. County and constituent board members are expected to communicate any matters brought to their attention to the administration.

No employee of Charleston County School District may be penalized, harassed or disciplined in any way for having filed charges, testified, assisted or participated in any manner in any investigation, proceeding or lawsuit; or having communicated in any way with any public official or member of the press or member of the public. The time, place and manner of protected communications shall not interfere with district operations or violate professional standards.

Violation of this policy may be grounds for disciplinary action up to and including dismissal.

Adopted 11/28/05