

CYPRESS-FAIRBANKS INDEPENDENT SCHOOL DISTRICT WORKING AGREEMENT FOR HOURLY EMPLOYEES

Since service to our district is largely dependent upon the conduct of our employees, employees are expected to conform to certain standards of conduct. Employees are required to:

1. read the Employee Handbook and abide by standards, policies, and procedures defined or referenced in that Handbook.
2. follow all local, state and federal laws, district policies, procedures, administrative directives, rules and regulations.
3. practice reliable and regular attendance. Employees are expected to report to work on time daily and are required to contact their immediate supervisors prior to the beginning of work in accordance with the department's guidelines if they are going to be absent.
4. accept assignments to perform regular duties at any facility owned or operated by the district for the purpose of conducting its regular business. Employees may be assigned as substitutes on a temporary or permanent basis as dictated by the needs of the district.

Acts which constitute a breach of the Working Agreement and may give cause for immediate termination include but are not limited to the following:

1. refusing to do tasks assigned by the supervisor or employee in charge of assigned projects.
2. refusing to accept an assignment to a designated facility. This refusal will be interpreted as a resignation on the part of the employee.
3. willfully falsifying job-related records such as absence from duty reports, time cards, time sheets, medical/production/maintenance reports, accident reports, employment applications, and operating logs. This includes but is not limited to punching another employee's time card or signing his/her time sheet. Employees are directed to not begin working prior to swiping in the time clock/logging time on time sheet or continue working after swiping out/logging out on time sheet.
4. using, possessing, the condition of being under the influence of, refusal to consent to testing, or testing positive for alcoholic beverages or using, possessing, selling, or testing positive for illegal drugs while on the job or on school district property.
5. sleeping on the job or willfully hiding to avoid doing assigned tasks. This includes but is not limited to loitering, neglecting assigned duties, being indifferent to the job, and disrupting other employees.
6. failing to attend work in a reliable and regular manner. Employees are in violation of this agreement if any one or more of the following occur:
 - A. unreliable and/or irregular attendance;
 - B. absence without communication (more than three consecutive days);
 - C. absence in excess of accumulated sick leave days;
 - D. excessive undocumented absences;
 - E. frequent late arrivals (six late arrivals equal one tardy);

- F. excessive tardies (six annually or during evaluation cycle);
- G. giving a false reason for absence(s).
- 7. leaving work without the immediate supervisor's approval.
- 8. violating district/department policy, procedures, and/or guidelines.
- 9. stealing or theft of district or personal property.
- 10. violating safety procedures/practices in the workplace/department, including failure to wear personal protective equipment/gear.
- 11. having a cumulative score of less than satisfactory on an evaluation. The district reserves the right to evaluate any employee at any time based on documented poor job performance.
- 12. causing damage to district tools, products, and equipment willfully or as a result of carelessness, negligence, or inefficient performance of duty.
- 13. engaging in sexual harassment or harassment motivated by race, color, religion, national origin, disability, gender, or age directed towards students or district employees.
- 14. engaging in acts of racial prejudice or discrimination.
- 15. soliciting and/or unauthorized distributing of literature on school district property.
- 16. failing to report to supervisory personnel known acts of theft, or other unlawful acts, or failing to report demands or requests by others to participate in such acts, and failing to cooperate in an investigation.
- 17. using district time or materials to perform tasks which promote personal gain for self or others.
- 18. failing to report to the immediate supervisor an arrest for any felony or any offense involving moral turpitude within three calendar days of the event.
- 19. failing to report any conviction, deferred adjudication, or other adverse adjudication, including a plea of *nolo contendere*, of any crime other than a minor traffic offense within three calendar days of the event.
- 20. failing to abide by local, state and federal laws, district policies, procedures, administrative directives, rules and regulations.
- 21. having overall poor performance of assigned duties and/or unacceptable performance.
- 22. fighting or other physical/verbal altercation.
- 23. for good cause.

I understand that this agreement serves only as notice of conduct which may lead to disciplinary action including termination and is not a contract of employment creating a property interest in my employment.

PRINTED NAME _____

SIGNATURE _____ DATE _____