

# ITEMS FOR SPECIFIC REVIEW

## Hattiesburg Public 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 HPSD Administrative Building and on the HPSD website.
	2) My principal/supervisor has made me aware of my work hours, policies for sick leave, personal leave, professional leave and the procedure(s) to follow when I am sick and/or 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. I also understand that it is my responsibility to complete the appropriate travel forms in advance when traveling for Professional Leave, and that I am subject to termination for falsification of leave requests. In addition, I may be held accountable for any travel expenses incurred by HPSD for any travel not fulfilled.
	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 HPSD 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, cyberbullying, et al) from both a student's (JCA) and an employee's (GAEA) perspective, but all other policies as well.
	6) I understand that the grievance policy (GAE & GAEP) 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 usage/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.

## ITEMS FOR SPECIFIC REVIEW

### Hattiesburg Public School District

	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 - GBKAR)
	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.
	21) If I do not understand any items listed above, I will see my principal/supervisor to discuss and clarify those points that are not clear to me. The points to be clarified are as follows:
	22) I understand that the items listed above are not all inclusive. Willful disobedience, gross negligence, or incompetence may result in my termination.
	23) The use of private vehicles for school purposes policy (EDAE) has been explained to me, including that use of a district automobile must be approved in writing by the principal and/or superintendent. No administrator shall approve use of the employee owned vehicle when school district owned vehicles are available.

Employee Name (Print):

Employee Signature/Date:

---

Principal/Supervisor Name (Print):

Principal/Supervisor Signature/Date:

---