KELLER ISD	Key Strategic Priority: 4
ADMINISTRATIVE REGULATION	Workforce
Employee Relationships	DH(R2)DH(R2) DH(R2)

Keller ISD strongly believes that an environment where employees maintain clear boundaries between employee personal and business interactions is most effective for serving our students and community. Although this regulation does not prevent the development of friendships or relationships between coworkers, it does establish boundaries for working hours and within the working environment. Individuals in supervisory relationships or other influential roles are subject to more stringent requirements under this regulation due to their status as role models, their access to sensitive information, and their ability to influence others.

1. During working time and in working areas, employees are expected to keep personal exchanges limited so that others are not distracted or offended by such exchanges and so that productivity is not diminished.

2. During non-working time, such as lunches, breaks and before and after work periods, employees are not precluded from having appropriate personal interactions in non-work areas as long as their conversations and behaviors could in no way be perceived as offensive or uncomfortable to a reasonable person.

3. Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate by a reasonable person while anywhere on district premises, whether during working hours or non-working hours.

4. Employees who allow personal relationships with coworkers to affect the working environment will be subject to the appropriate provisions of the district disciplinary regulation. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.

5. Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between supervisors and subordinates.

6. Supervisors, principals, administrators, or anyone else in sensitive or influential positions must disclose the existence of any significant relationship with a coworker that may impact, or may be perceived as impacting the work environment to the immediate supervisor or the Assistant Superintendent of Human Resources. This disclosure will enable the district to determine whether any transfer or reassignment is appropriate.

7. Where problems or potential concerns are identified, the district will work with the parties involved to consider options for resolving the conflict. One possible solution may be to ensure that the individuals involved no longer work with one another on matters where one is able to influence or take action for the other.

8. In some cases, more extreme measures may be necessary, such as transfer to other positions or departments. The individual with the more senior position will be considered for transfer first to avoid any perception of retaliation against the less senior person.

9. Continued failure to work with the district to resolve such a situation in a mutually agreeable fashion may ultimately be deemed insubordination and therefore serve as cause for termination. The district's disciplinary regulation will be consulted to ensure consistency, however, before any such measures are undertaken.

11. The provisions of this regulation apply regardless of the sexual orientations of the parties involved.

12. Where doubts exist as to the specific meaning of the terms used above, employees should make judgments on the basis of the overall spirit and intent of this regulation.

13. Any employee who believes he or she may have been disadvantaged as a result of this regulation, or who believes this regulation is not being followed, should make their feelings known to their supervisor or the Assistant Superintendent of Human Resources.
