

**ADMINISTRATIVE POLICIES OF THE
MILWAUKEE PUBLIC SCHOOLS**

**ADMINISTRATIVE POLICY 6.07
EMPLOYEE RULES OF CONDUCT**

(1) GENERAL

(a) In order to attain its educational and organizational goals in an efficient and effective manner, the Board believes it is a sound human resources management practice to fully apprise employees of the conduct that is expected of them. It is the intent of this policy to set district rules governing all employees and to publish such rules; therefore the Board finds it necessary to promulgate rules of conduct for its employees, outlining prohibited conduct.

(b) Any employee who violates any district policy, procedure, rule, or regulation, whether written or unwritten, shall be subject to disciplinary action, which may, but need not, include oral warnings, written warnings, suspensions without pay, demotion, or any other discipline, up to and including termination. The nature of the discipline shall depend on the nature of the violation, the surrounding circumstances, and any other relevant factors.

(2) PROHIBITED CONDUCT

The following list of prohibited conduct does not, and is not intended to, constitute the entire list of conduct for which discipline may be imposed:

- (a) Insubordination, including disobedience, failure, or refusal to carry out directions, assignments, or instructions
- (b) Falsification, unauthorized modification, or alteration of any district documents or records, including applications for employment, whether by omission or commission
- (c) Damage, unauthorized use, possession, or removal of Board property or another person's private property
- (d) Possession, use, or sale of any illegal drugs, drug paraphernalia, intoxicants, narcotics, or any other controlled substance on or off Board premises
- (e) Possession, sale, or use of alcoholic beverages during assigned work hours or while on Board premises
- (f) Reporting to work impaired by illegal drugs, alcoholic beverages, or intoxicants, and/or impaired by the unauthorized consumption of prescription drugs or other legal substance
- (g) Illegal or prohibited possession of firearms or other weapons during assigned work hours or while on Board premises
- (h) Failure, refusal, or negligence in the performance of assigned duties
- (i) Violation of federal, state, and/or local laws/ordinances which are substantially job-related or render the employee unavailable for work due to incarceration
- (j) Unauthorized non-charitable or business-related solicitation(s) for any purpose during assigned work hours or while on Board premises
- (k) Unexcused or excessive absenteeism or tardiness, including failure to follow appropriate reporting procedures
- (l) Loafing, loitering, sleeping, or engaging in unauthorized personal business
- (m) Failure to comply with health, safety, and sanitation requirements, rules, and regulations
- (n) Threatening, harassing, intimidating, interfering with, coercing, injuring, or using abusive language toward students, Board employees, or the public
- (o) Unauthorized accessing, disclosure, or copying of confidential information or records
- (p) Engaging in activity that significantly detracts from the school district's image or reputation

- (q) Failure or refusal to comply with school/departmental work rules, policies, or procedures.

History: Adopted 10-30-96; revised 09-29-99

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