

## EMPLOYEE CODE OF CONDUCT

The Charlotte County Public School Board requires all of its employees to conduct themselves in a manner which reflects favorably on them as representatives of the school division. To this end, the Board hereby establishes and will maintain a code of conduct designed to

1. establish a fair and objective process for correcting and treating unacceptable conduct; and
2. distinguish between less serious and more serious conduct and provide timely corrective action.

This code of conduct is intended to be illustrative of the minimum expectations for acceptable work performance and job-related behavior, but not inclusive of the type of conduct expected of all employees.

EMPLOYEE CODE OF CONDUCT  
PROCEDURES FOR COMPLIANCE

At a minimum, the following standards of behavior are expected of all employees:

1. Timely and regular attendance.
2. Dependable application of time- employees are expected to apply themselves to their assigned duties during the full schedule for which they are compensated except for reasonable time provided for such things as personal hygiene.
3. Satisfactory work performance.
4. Appropriate attire.
5. Courteous and professional behavior toward students, the public, and fellow employees.
6. Adherence to all school board policies.

Examples of unacceptable conduct include, but are not limited to the following:

1. Unsatisfactory attendance or excessive tardiness.
2. Abuse of school division time, such as unauthorized time away from the work area.
3. Obscene or abusive language.
4. Sexual harassment.
5. Conviction of a moving violation or failure to notify supervisor of an accident while using a school division vehicle.
6. Failure to follow a supervisor's instructions, perform assigned work, or comply with established school board policy and/or established school/department procedures.
7. Leaving the work site without giving proper notification to one's immediate supervisor.
8. Failure to report to work without giving proper notification to one's immediate supervisor.
9. Unauthorized use or misuse of school division property or records.
10. Violation of safety rules, to included negligent driving of school division vehicle.
11. Falsifying any records – such as, but not limited to, vouchers, reports, insurance, time records, leave records, or other official records.
12. Giving false testimony during an official investigation conducted or sanctioned by the school division.
13. Willfully or negligently damaging or defacing records, school division property, or employee property.
14. Theft or unauthorized removal of school division records or property.
15. Gambling on school division property or during work hours.
16. Threatening or coercing employees.
17. Indebtedness to the school division
18. Use of an employee's work time or work environment to promote a political candidate and./or to promote one side of a controversial issue.
19. Inadequate or unsatisfactory job performance.
20. Acts of physical violence or fighting on the job.
21. Reporting to work or any work-or-school-related activity after any consumption of alcohol or unlawful use of controlled substances.
22. Possession or use of alcohol or controlled substances.
23. Possession and/or unauthorized use of firearms and/or dangerous weapons or explosives on the job or otherwise in the presence of students.

24. Smoking in unauthorized areas.
25. Solicitation for goods and services for personal use of employees or students.
26. Unauthorized and/or unlawful use of School Board vehicles, materials, and/or equipment.
27. Violation of the Network Computer Acceptable Use Agreement.
28. Criminal convictions for acts of conduct occurring on or off the job which are plainly related to job performance or of such a nature that to continue the employee in the assigned position could constitute negligence in regard to the school division's duty to its students, the public, or its employees.

Individual schools/departments may have additional standards of conduct as defined by the principal/department head. These should be written, approved by the superintendent/designee, and shared with the school's/department's employees.

Adopted: April 13, 1999  
Revised: January 11, 2005  
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