

STANDARDS OF CONDUCT
FOR
WATERFORD SCHOOL DISTRICT EMPLOYEES

Employees must comply with Waterford School District's standards of conduct at all times. The Board of Education authorizes the Superintendent to create standards for school district employees. The following standards ensure that the school district operates in an orderly and efficient manner, protect the health and safety of all employees, maintain uninterrupted services and jobs, and protect the school district's goodwill and property.

Although the following standards do not reduce or restrict rights to which employees are otherwise entitled, they apply in the workplace, in the community, and in private residences or other private areas to the maximum extent permitted by law. Any employee who fails to comply with the following standards is subject to disciplinary action, up to and including discharge.

These standards may be changed in the sole discretion of the school district. The following standards are intended to be representative of the school district's standards for employee conduct and are not an exhaustive list of the school district's standards.

Standards of Conduct

Employees may not engage in the following conduct:

1. Carry firearms or other weapons on school premises.
2. Consume, possess, solicit, disperse, use, and/or sell any illegal drugs, pills, or narcotics.
3. Possess and/or use any alcoholic beverages, tobacco, or tobacco products on Waterford School District property at any time.
4. Report to work under the influence of alcohol, narcotics, or any mind-altering substance that disrupts job performance.
5. Immoral and/or unprofessional conduct, and/or acts of moral turpitude that demonstrate lack of fitness for work in a school setting or which pose a significant danger to students, school employees, or others, or which are hostile to the welfare of the school community.
6. Steal or misappropriate property and/or funds.
7. Conduct personal business during working hours or on school district premises without permission, including use of personal communications devices used to call, text, browse the Internet, or perform similar personal tasks.
8. Operate and/or use machines, telephones, tools, or other Waterford School District owned equipment or property without approval from the employee's supervisor or for personal matters or gain, or engage in abuse, misuse, or destruction of Waterford School District and/or others' property, tools, or equipment.
9. Defame, verbally abuse, bully, and/or cyberbully employees, students, parents, the Board, or Board members.
10. Falsify reports or records, including personnel, absence or sickness reports or records.
11. Refuse to obey directives of supervisors, or other insubordinate conduct.
12. Gamble, or take part in any game of chance, on Waterford School District premises.
13. Intentionally slow down work performance or cause a slowdown in others' work performance.
14. Violate school district policies, regulations, rules, or procedures, or local, state, or federal laws, regulations, or rules.

15. Engage in any conduct which tends to create a safety hazard. Employees must, at all times, wear safety articles and use protective equipment where required, and immediately report to their supervisors any injury or accident.
16. Unauthorized or unexcused absence, late reporting to work, or leaving the work area or building during working hours without authorization.
17. Fail to be at work position during scheduled work periods.
18. Irregular work attendance, or intermittent absenteeism amounting to part-time employment.
19. Fail to focus on duties, loaf, or waste time during working hours.
20. Unlawful, improper, or unprofessional conduct, on or off the school district property and/or during non-working hours, which affects the employee's relationship to work responsibilities, fellow employees, supervisors, students, or Waterford School District properties, as well as the employee's reputation or goodwill in the community.
21. Fight, provoke a fight, and/or attempt to harm or injure another person.
22. Distribute obscene, vulgar, or indecent materials that tend to disrupt the school or school district, or results in danger to other persons, on school property or in a manner that interferes with school work or discipline.
23. Fail to meet work performance standards.
24. Fail to maintain a clean and professional work environment.
25. Lie to the school district about the existence of an injury.
26. Engage in conduct that is at odds with generally accepted and approved conduct in the community.
27. Solicit funds without permission.
28. Wear unprofessional clothing or groom in an unprofessional manner, or otherwise engage in dress or grooming conduct that will disturb the school environment.

I hereby certify, by my signature, that I have read, understand, and will comply with the Standards of Conduct for Waterford School District set forth above.

Please PRINT CLEARLY

_____	_____	_____
First Name	Middle Name	Last Name
_____		_____
Signature		Date

Updated 06.30.2023