

Conduct

The District expects responsible conduct and satisfactory work performance from all employees to ensure a safe, efficient and pleasant working environment. Misconduct will result in discipline up to and including discharge.

Some conduct is so serious that if it occurs the employee may be discharged on the first offense.

Some examples of such conduct include:

- Misrepresentation or falsification of records, employment application, time records or other information used or required by the District;
- Using District information for personal use;
- Using or being under the influence of illegal drugs or alcohol on the job, while conducting school business, or on District property (facilities and vehicles);
- Possessing, selling and/or using any illegal substance on the job, while conducting school business, or on District property;
- Possessing a weapon on the job, while conducting school business, or on District property (facilities and vehicles);
- Obscene conduct;
- Absence from work for three (3) consecutive workdays without notifying a supervisor and/or the AESOP System;
- Insubordination;
- Engaging in illegal or unethical business practices;
- Engaging in serious or repeated misconduct in violation of the District's equal opportunity or harassment policies.