

# Northwest Arctic Borough School District Code of Conduct

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## NWABSD CORE ETHICAL VALUES:

**Integrity:** Being honest, keeping promises

**Loyalty:** Supporting NWABSD's mission and policies, protecting privileged information, and promoting common goals

**Respect:** Treating others professionally, with courtesy and tolerance

**Accountability:** Taking responsibility for one's actions and requiring the same of co-workers

**Responsibility:** Obeying laws, policies, and procedures set by the district and acting appropriately toward the community

**Fairness:** Acting consistently and impartially at all times

## Inupiat Ilitqusiat Values

Every Inupiaq person is responsible to all other Inupiat for the survival of our cultural spirit and the values and traditions through which it survives. Through our extended family, we retain, teach and live our Inupiaq way of life. With guidance and support from our Elders, we teach our children our Inupiat Ilitqusiat values.

Our understanding of the universe and our place in it is a belief in God and a respect for all of His creation.

Knowledge of Family Tree  
Sharing  
Respect for Others  
Cooperation  
Respect for Elders  
Avoid Conflict  
Humor Spirituality  
Responsibility to the Tribe

Knowledge of Language  
Humility  
Love of Children  
Hard Work  
Respect for Nature  
Family Roles  
Domestic Skills  
Hunter Success

**The Northwest Arctic Borough School District Vision Statement:**

*“To be a leader in Pre-K – 14 education based on student achievement and graduation rates.”*

**The Northwest Arctic Borough School District Mission Statement:**

*“To graduate students with skills and knowledge to be good citizens.”*

**Position Statement**

It is the policy of the District that we:

- Conduct our business according to the highest ethical and legal standards.
- Insist that all employees avoid activities and situations, which may create, or even appear to create, conflict with the interest of the District.
- Maintain accurate and reliable district and student records in accordance with accepted accounting principles and practices and other adequate internal controls.
- Engage in all school activities in an ethical manner, free from personal interest or gain and in accordance with applicable laws and regulations.

**Applicability**

The Code and the policies described herein are applicable to all “District personnel” (*employees, Regional Board Members, Advisory School Council Members, consultants and others acting on behalf of the District.*)

**Disclaimer**

These rules were specifically written for District employees. It does not replace Alaska Statutes, Alaska Administrative Code, Board Policies, and Negotiated Agreements.

NWABSD reserves the right at any time to change, delete, or add to the information in this handbook. The information in this handbook should serve as guidelines rather than absolute rules, and exceptions may be made from time to time on the basis of particular situations.

*On the Cover: Picture was taken in Kobuk, Alaska during the Kobuk 440 dog sled race in April 2006. The team was about 200 yards from the village and was on the Kobuk River.*

## A Message to All of Our Employees

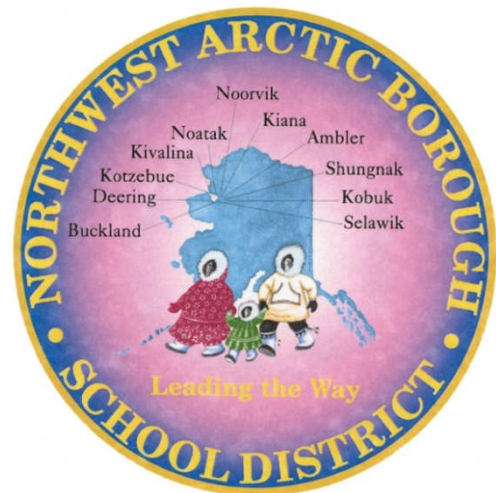
Greetings,

On behalf of the NWABSD Board of Education, welcome to the Northwest Arctic Borough School District! You have been selected to be a part of our team of educators and support personnel to provide educational opportunities to the children of the Northwest Arctic Borough. This is a tremendous responsibility and each employee is vitally important to the success of the operation.

We want your career with NWABSD to be successful, as well. This Code of Conduct handbook is provided to give you an overview and reference guide to your rights and responsibilities as an employee. Please read this handbook carefully. Become familiar with its contents, as well as the negotiated agreements and board policies of the District. District policies and regulations shall apply to the extent that they do not conflict with any collective bargaining agreement in effect between the District and its employees. The District affirms its intention to have district policies, regulations and procedures conform to the requirements of state and federal laws and regulations. If you have questions or concerns please communicate these to your supervisor or the Director of Human Resources immediately.

Congratulations on your employment in our great district,

Dr. Norman Eck  
Superintendent



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## About the NWABSD Ethics and Compliance Program and the Code of Conduct

It is a fact that the misdeeds of a few can have a disastrous effect on a school district. An effective compliance and ethics program can help mitigate risks to the District and limit its exposure to criminal and civil liability. The Code of Conduct, Alaska Statutes, Alaska Administrative Code, Board Policies as well as Negotiated Agreements outline what is expected of our employees when representing the District.

**No personal or group goal, no matter how important to the District or its employees, will justify the violation of any of the policies in the code.**

### Responsibilities

All administrators and supervisors must adhere to the District's policies, standards and procedures, and will be responsible for maintaining awareness on the part of employees under his/her supervision of the contents and the importance of adherence to the District's policies, standards and procedures. While administrator and supervisors are to ensure that employees under his/her supervision are aware of the District's policies, standards and procedures, each individual employee is responsible for his/her own understanding of, and compliance with, these policies, standards and procedures. In addition, the administration will screen employees to prevent discretionary authority from being delegated to persons who have demonstrated insensitivity to the requirements of District policies, standards and procedures and applicable laws.

### Reporting Actual or Suspected Violations

Employees should speak to his/her supervisor if at any time they have any questions about proper business conduct.

Any employee of the District may in good faith report to a public official or a public body or testify before a public body about a matter of public concern.

A matter of public concern means a violation of federal, state, or local law (including school board policy), a danger to public health or safety gross mismanagement (including a substantial waste of funds or clear abuse of authority) or matter under investigation by the municipal ombudsman.

A report may not disclose any information which is legally required to be kept confidential.

An employee initiating a report must first submit the report to the employee's immediate supervisor unless the employee reasonably believes: it would be futile to report to the supervisor, an emergency exists, or that reprisals or discrimination would result.

Employee protections and obligations regarding reports on matters of public concern are fully stated in AS 39.90.100-150.

## Duty to Report

Every employee, consultant, agent or other representative of the District having information or knowledge of any actual or contemplated conduct or transaction which appears to violate the District's policies, standards or procedures is required to report the matter promptly to his/her supervisor, to the Superintendent or Director of Human Resources. Reporting may be written or oral, and it may be anonymous. If requested to do so, the District will consider keeping the identity of the person disclosing such information confidential in so far as doing so does not impede an investigation or resolution of the matter.

## Duty to Investigate

Possible violations of the District's policies, standards or procedures will be investigated promptly at the direction of the Superintendent through the Director of Human Resources.

If a reporting person's supervisor, the Superintendent, or the Director of Human Resources deems it appropriate, is obligated to pursue the report and to inform the reporting person of its disposition.

## No Retaliation

Employees at all levels are prohibited from retaliating against anyone for reporting in good faith a violation or suspected or potential violation of District policies, standards or procedures.

## Audits

The regular audits of the District, as required by AS 14.14.050, are conducted by outside auditors and will include procedures to ensure compliance with District policies, standards and procedures with respect to the integrity of its books and records. The principals of risk management will be applied when selecting areas of review.

## Compliance & Training Programs

All employees must participate in the District's compliance and training programs, which cover the policies, standards and procedures of the District are designed to ensure that all employees obey the law.

**New full-time employees** will receive a copy of these policies, standards and procedures at the time of hire and will certify his/her understanding of the contents.

## Certification

Certification is the responsibility of the employee; not the employer. Certification may include teacher certification, administrator certification, coaches, school bus driver, etc.

## Where can I go for further assistance?

As mentioned elsewhere in this document, the preferred method for raising a concern, making a complaint or reporting a violation is to use your supervisory chain of command. There are situations however when

this would not be practical or advised – as in a situation in which the complaint is against one of your supervisors.

All employees may contact the Director of Human Resources to seek advice or raise matters of concern. You may also address issues of concern by filing a Grievance.

**Remember, immediate assistance can be given by the Director of Human Resources if your direct supervisor is unavailable or cannot address the issue.**

### **Statement of Non-Discrimination**

NWABSD will endeavor to provide equal employment opportunities to all employees and applicants for employment regardless of race, religion, color, or national origin, or because of a person's age, physical or mental disability, sex, marital status, changes in marital status, pregnancy, or parenthood when the reasonable demands of the position do not require distinction on the basis of age, physical or mental disability, sex, marital status, changes in marital status, pregnancy or parenthood. NWABSD will adhere to the provisions of all applicable local, state and federal statutes regarding non-discrimination. The District shall not discriminate against physically or mentally disabled persons who, with reasonable accommodation, can perform the essential functions of the job in question.

### **Participation of Staff and Students in Community Activities**

The School Board works to establish conditions that will attract and retain qualified personnel who will devote themselves to the education and welfare of the students of the District. The School Board desires that teachers pursue excellence within their profession.

School Personnel are encouraged to participate actively in community life to an extent consistent with their professional obligations. Students are also encouraged to participate in community activities as appropriate.

Administrators and staff are encouraged to accept invitations to appear at community organizations as observers and speakers.

## Disciplinary Procedures

Occasionally an employee may perform at a level which is not consistent with the expectations of his/her supervisor. Counseling by the supervisor usually corrects the undesired performance. However, when counseling is unsuccessful it is necessary to discipline employees in a fair and consistent manner. Disciplinary procedures shall comply with Alaska Statutes, Northwest Arctic Borough School District Board Policy, Superintendent's Workplace Rules and Negotiated Agreements with Northwest Arctic Principals' Association and Northwest Arctic Education Association.

**Please note that some offenses may not follow these guidelines due to the severity of the offense.**

### Guideline for All Employees

A. Step One – Oral Reprimand

An oral reprimand is a documented conversation between the supervisor and the employee about a performance problem and is the first step in the discipline program. The affected employee will receive and sign a written copy of the oral reprimand and a copy will be placed in the employee's personnel file.

B. Step Two – Written Reprimand

Should the same problem continue or a serious problem develops that requires immediate attention due to its severity, the employee will be given a written reprimand by the immediate supervisor. The employee will be asked to sign the reprimand which will then be placed in the employee's personnel file. Should the employee refuse to sign the reprimand, it will be necessary for a third party to verify the reprimand in the presence of the employee. The employee's signature is not an admission of guilt.

C. Step Three – Suspension

Suspension is a very serious form of discipline as it results in a loss of pay to the employee. An employee may be suspended without pay for up to five (5) days on a first suspension and up to ten (10) days on subsequent suspensions by his/her immediate supervisor.

The immediate supervisor will write a letter of suspension and will meet with the employee to give the employee the opportunity to respond verbally or in writing to the suspension. If the employee disagrees with the suspension he/she may use the grievance procedure outlined later in this document. An immediate suspension pending an investigation of fact may be utilized in cases of serious incident or behavior on the part of the employee.

D. Step Four – Reduction in Classification (Classified Staff)

If an employee is continually guilty of rule infractions or receives poor performance evaluations, the supervisor may reclassify the employee to a lower job class or salary range. The supervisor must list which job responsibilities the employee must improve to regain his/her current job class and/or salary range.

E. Step Five – Dismissal

An employee may be dismissed when repeated infraction of rules and regulations occur, when other disciplinary actions fail to correct behavior, when an employee disobeys or is disrespectful to supervisors, when infractions of a serious nature occur for the first time or for any other cause as determined by the Superintendent or his/her designee. Only the Superintendent, or his/her designee, can authorize a dismissal. The immediate supervisor or the Superintendent, or his/her designee, may initiate the dismissal process.

The supervisor recommending dismissal will write a letter to the Superintendent recommending dismissal and will meet with the employee. The employee will be afforded the opportunity to respond in writing and to attach his/her written comments to the supervisor's letter. The supervisor will forward both communications to the Superintendent, or his/her designee, who must take final action on the dismissal recommendation.

A dismissed employee is entitled to due process through the use of the grievance procedure. If an employee is vindicated through this process, he/she may be reinstated with full back pay and benefits.

If an employee is permitted to resign in lieu of dismissal, the supervisor shall notify the Superintendent in writing and shall state the reason(s) the employee would have been dismissed had he/she not resigned.

An employee appointed to fill a temporary position may be terminated at any time at the discretion of the Superintendent, or his/her designee, without any hearing or review rights under the grievance procedures.

## Code of Ethics

### 20 AAC 10.020 Code of Ethics and Teaching Standards

- a. **The following code of ethical and professional standards governs all members of the teaching profession. A violation of this section is grounds for discipline as provided in AS 14.20.030.**
- b. **In fulfilling obligations to students an educator:**
  1. Repealed 10/25/2000;
  2. May not deliberately distort suppress, or deny access to curricular materials or educational information in order to promote the personal view, interest, or goal of the teacher;

3. Shall make reasonable effort to protect students from conditions harmful to learning or to health and safety;
  4. May not engage in physical abuse of a student or sexual conduct with a student and shall report to the Professional Teaching Practices Commission knowledge of such an act by an educator;
  5. May not expose a student to unnecessary embarrassment or disparagement;
  6. May not harass, discriminate against, or grant a discriminatory advantage to a student on the grounds of race, color, creed, sex, national origin, marital status, political or religious beliefs, physical or mental conditions, family, social, or cultural background, or sexual orientation; shall make reasonable effort to assure that a student is protected from harassment or discrimination on these grounds; and may not engage in a course of conduct that would encourage a reasonable student to develop a prejudice on these grounds;
  7. May not use professional relationships with students for private advantage or gain;
  8. Shall keep in confidence information that has been obtained in the course of providing professional service, unless disclosure serves a compelling professional purpose or is required by law;
  9. Shall accord just and equitable treatment to all students as they exercise their educational rights and responsibilities.
- c. In fulfilling obligations to the public, an educator:**
1. Repealed 10/25/2000;
  2. Shall take reasonable precautions to distinguish between the educator's personal views and those of any educational institution or organization with which the educator is affiliated;
  3. Shall cooperate in the statewide student assessment system established under 4 AAC 06.710-4 AAC 06.790 by safeguarding and maintaining the confidentiality of test materials and information;
  4. Repealed 10/25/2000;
  5. May not use institutional privileges for private gain, to promote political candidates, or for partisan political activities;
  6. May not accept a gratuity, gift, or favor that might influence or appear to influence professional judgment, and may not offer a gratuity, gift, or favor to obtain special advantage;
  7. May not knowingly withhold or misrepresent material information in communicating with the school board regarding a matter before the board for its decision; and
  8. May not use or allow the use of district resources for private purposes not related to the district programs and operation.
- d. In fulfilling obligations to the profession, an educator:**
1. May not, on the basis of race, color, creed, sex, age, national origin, marital status, political or religious beliefs, physical condition, family, social or cultural background, or sexual orientation, deny to a colleague a professional benefit, advantage, or participation in any

- professional organization, and may not discriminate in employment practice, assignment, or personnel evaluation;
2. Shall accord just and equitable treatment of all members of the profession in the exercise of their professional rights and responsibilities;
  3. May not use coercive means or promise special treatment in order to influence professional decisions of colleagues;
  4. May not sexually harass a fellow employee;
  5. Shall withhold and safeguard information acquired about colleagues in the course of employment, unless disclosure serves a compelling professional purpose;
  6. Shall provide, upon the request of the affected party, a written statement of specific reasons for recommendations that led to the denial of increments, significant changes in employment, or termination of employment;
  7. May not deliberately misrepresent the educator's or another's professional qualifications;
  8. Repealed 10/25/2000;
  9. May not falsify a document, or make a misrepresentation on a matter related to licensure, employment evaluation, test results, or professional duties;
  10. May not intentionally make a false or malicious statement about a colleague's professional performance or conduct;
  11. May not intentionally file a false or malicious complaint with the commission;
  12. May not seek reprisal against any individual who has filed a complaint, provided testimony or given other assistance in support of a complaint filed with the commission;
  13. Shall cooperate fully and honestly in investigations and hearings of the commission;
  14. Repealed 10/25/2000;
  15. May not unlawfully breach a professional employment contract;
  16. Shall conduct professional business through appropriate channels;
  17. May not assign tasks to unqualified personnel;
  18. may not continue in or seek professional employment while unfit due to (A) use of drugs or alcohol that impairs the educator's competency or the safety of students or colleagues; (B) physical or mental disability that impairs the educator's competence or the safety of students or colleagues;
  19. May not interfere with a colleague's exercise of political or citizenship rights and responsibilities.

#### **20 AAC 10.035 Moral Turpitude**

1. "moral turpitude" means conduct that is wrong in itself even if no statute were to prohibit the conduct; and
2. A crime involving moral turpitude includes:
  - A. Homicide;
  - B. Manslaughter;
  - C. Assault;
  - D. Stalking;

- E. Kidnapping;
- F. Sexual assault;
- G. Sexual abuse of a minor;
- H. Unlawful exploitation of a minor;
- I. Robbery;
- J. Extortion;
- K. Coercion;
- L. Theft;
- M. Burglary;
- N. Arson;
- O. Criminal mischief;
- P. Forgery;
- Q. Criminal impersonation;
- R. Bribery;
- S. Perjury;
- T. Unsworn falsification;
- U. Interference with official proceedings;
- V. Witness tampering;
- W. Jury tampering;
- X. Terroristic threatening;
- Y. Possession or distribution of child pornography;
- Z. Unlawful distribution or possession for distribution of a controlled substance;
- AA. Unlawfully furnishing alcohol to a minor;
- BB. Felony possession of a controlled substance.

**20 AAC 10.900 Definitions:** In this chapter,

1. “sexual conduct” includes solicitations for sex; explicit sexual jokes and stories; discussion of the educator’s sexual feelings or activities; discussion, outside of a professional teaching or counseling context, of a student’s sexual feelings or activities; and ‘sexual penetration’ and ‘sexual contact’ as those terms are defined in AS 11.81.900(j).
2. “physical abuse” is an action beyond reasonable discipline that results in an adverse physical effect upon a student.

## Grievance Procedures

Refer to the Negotiated Agreements with the Northwest Arctic Principals’ Association, the Northwest Arctic Education Association and the Northwest Arctic Educational Support Personnel Association.

## Mandated Trainings

The law requires certain trainings for school personnel each school year in order to ensure the safety of the children. The following is a list of those trainings that are required. Please note who must be trained and the time requirement of training.

### Professional Development Required for School District Staff

#### Resources offered by EED

*(please note: district staff are not required to utilize these resources. Districts may use alternative resources)*

| Laws Requiring District Staff Trainings  | Who must be trained?   | Time Requirement?   | Available EED Resources to comply with state and federal laws   | Contact Name   |
|--|--|---|---|--|
| Alaska Statute <a href="#">14.20.680</a><br><br>Required alcohol and drug related disabilities training                        | Each teacher, administrator, counselor, and specialist who has not been previously trained under this section  | Within 45 days after the first day of work  | <ul style="list-style-type: none"> <li><b>Fetal Alcohol Syndrome eLearning Course</b> will fulfill Alaska statute <a href="#">14.20.680</a></li> </ul> <p>For more information, visit <a href="http://www.eed.state.ak.us/ELearning/">www.eed.state.ak.us/ELearning/</a> or email us at <a href="mailto:elarning@alaska.gov">elarning@alaska.gov</a></p>                                  | <a href="mailto:elarning@alaska.gov">elarning@alaska.gov</a> |
| Alaska Statute <a href="#">18.66.310</a><br><br>Continuing education for public employees (Domestic Violence & Sexual Assault) | Employees of public schools who are required by law to report abuse or neglect of children under AS 47.17.020  | Provide continuing education (time requirement determined by school district)                     | <ul style="list-style-type: none"> <li><b>Domestic Violence and Sexual Assault Educator Training eLearning Course</b> will fulfill Alaska Statute <a href="#">18.66.310</a>.</li> </ul> <p>For more information, visit <a href="http://www.eed.state.ak.us/ELearning/">www.eed.state.ak.us/ELearning/</a> or email us at <a href="mailto:elarning@alaska.gov">elarning@alaska.gov</a></p> | <a href="mailto:elarning@alaska.gov">elarning@alaska.gov</a> |
| Alaska Statute <a href="#">47.17.022</a><br><br>Training (Child Abuse)   | A person employed by the district who is required by law to report abuse or neglect of children. Mandated Reporters of child abuse & neglect include school teachers and school administrative staff members of public and private schools... <a href="#">more</a> | Initial training to each new employee within 6 months; at least once every five years thereafter. | <ul style="list-style-type: none"> <li><b>Child Abuse Prevention Training eLearning Course</b> will fulfill Alaska Statute <a href="#">47.17.022</a>.</li> </ul> <p>For more information, visit <a href="http://www.eed.state.ak.us/ELearning/">www.eed.state.ak.us/ELearning/</a> or email us at <a href="mailto:elarning@alaska.gov">elarning@alaska.gov</a></p>                        | <a href="mailto:elarning@alaska.gov">elarning@alaska.gov</a> |
| Alaska Statute <a href="#">14.18.060(b)</a><br>4AAC 06.500<br><br>Discrimination in textbooks and instructional                | All certificated personnel, including specialized training for those who are assigned to provide guidance and  | Every two years (biennial) for minimum of 3 hours   | <p>The Department of Education has created <b>2 Gender and Race Equity eLearning courses</b>.</p> <ol style="list-style-type: none"> <li><b>State of Alaska Gender and Race Equity</b> - This eLearning course is intended for use by all certificated staff.</li> <li><b>State of Alaska Gender and Race Equity</b></li> </ol>   | <a href="mailto:elarning@alaska.gov">elarning@alaska.gov</a> |

|  |  |  |  |  |
|--|--|--|--|--|
| materials prohibited (Gender and Race Equity)  | counseling services                            |  | <p><b>- Supplement for Counselors</b> - This course is intended to be taken by counselors (in addition the Alaska Gender and Race Equity course) to satisfy the mandate for specialized training for staff assigned to provide guidance and counseling services.</p> <p>For more information, visit <a href="http://www.eed.state.ak.us/ELearning/">www.eed.state.ak.us/ELearning/</a> or email us at <a href="mailto:elarning@alaska.gov">elarning@alaska.gov</a></p>   |  |
| <p>Regulation <a href="#">4AAC 52.250</a></p> <p>Special education aides(Education for Children with Disabilities and Gifted Children)</p> | Aides who work with special education children | Minimum of 6 hours of annual training before or concurrent with providing direct or related services | <p>The following eLearning Courses can be used to fulfill Regulation <a href="#">4AAC 52.250</a>. Aides may choose one or a combination of the following eLearning courses as long as it is equivalent to 6 hours of training:</p> <ul style="list-style-type: none"> <li>● <b>Adapting Teaching Techniques</b> (6 hours) <ul style="list-style-type: none"> <li>○ Identifying Learning Theory</li> <li>○ Monitoring Student Progress</li> <li>○ Strategies for Accommodating Individual Need</li> <li>○ Supporting Student Learning Styles</li> </ul> </li> <li>● <b>Alaska Parent Guide</b> (1.5 hours)</li> <li>● <b>Early Childhood Outcomes</b> (1 hour)</li> <li>● <b>Eligibility Categories</b> (6 hours)</li> <li>● <b>Evaluation Summary and Eligibility Review (ESER)</b> (1.5 hours)</li> <li>● <b>Fetal Alcohol Syndrome</b> (3 hours)</li> <li>● <b>Individualized Education Program (IEP)</b> (1.5 hours)</li> <li>● <b>Introduction to Early Childhood Transition from Part C to Part B</b> (1 hour)</li> <li>● <b>Introduction to Special Education</b> (1.5 hours) <ul style="list-style-type: none"> <li>○ Roles and Responsibilities</li> </ul> </li> </ul> <p>For more information, visit <a href="http://www.eed.state.ak.us/ELearning/">www.eed.state.ak.us/ELearning/</a> or email us at <a href="mailto:elarning@alaska.gov">elarning@alaska.gov</a></p> | <a href="mailto:elarning@alaska.gov">elarning@alaska.gov</a> |

|  |  |  |   |   |
|--|--|--|---|---|
| <p>Regulation <a href="#">4AAC 52.260</a></p> <p>Personnel Development (Education for Children with Disabilities and Gifted Children )</p> | <p>Staff who work with special education children</p>                    | <p>On-going (time requirement determined by school district)</p>   | <p>The following eLearning Courses can be used to fulfill Regulation <a href="#">4AAC 52.260</a>. Staff may choose one or a combination of the following courses:</p> <ul style="list-style-type: none"> <li>● <b>Adapting Teaching Techniques</b> (6 hours) <ul style="list-style-type: none"> <li>○ Identifying Learning Theory</li> <li>○ Monitoring Student Progress</li> <li>○ Strategies for Accommodating Individual Need</li> <li>○ Supporting Student Learning Styles</li> </ul> </li> <li>● <b>Alaska Parent Guide</b> (1.5 hours)</li> <li>● <b>Early Childhood Outcomes</b> (1 hour)</li> <li>● <b>Eligibility Categories</b> (6 hours)</li> <li>● <b>Evaluation Summary and Eligibility Review (ESER)</b> (1.5 hours)</li> <li>● <b>Fetal Alcohol Syndrome</b> (3 hours)</li> <li>● <b>Individualized Education Program (IEP)</b> (1.5 hours)</li> <li>● <b>Introduction to Early Childhood Transition from Part C to Part B</b> (1 hour)</li> <li>● <b>Introduction to Special Education</b> (1.5 hours) <ul style="list-style-type: none"> <li>○ Roles and Responsibilities</li> </ul> </li> </ul> <p>For more information, visit <a href="http://www.eed.state.ak.us/ELearning/">www.eed.state.ak.us/ELearning/</a> or email us at <a href="mailto:elarning@alaska.gov">elarning@alaska.gov</a></p> | <p><a href="mailto:elarning@alaska.gov">elarning@alaska.gov</a></p> |
| <p><a href="#">29 CFR 1910.1030</a> (Federal)</p> <p>Working with bloodborne pathogen</p>  | <p>Employees expected to respond to potentially hazardous situations</p> | <p>At time of initial assignment to tasks where occupational exposure may take place; At least annually thereafter</p> | <ul style="list-style-type: none"> <li>● <b>Precautions Against Blood-borne Pathogens eLearning Course</b> will fulfill <a href="#">29 CFR 1910.1030</a>.</li> </ul> <p>For more information, visit <a href="http://www.eed.state.ak.us/ELearning/">www.eed.state.ak.us/ELearning/</a> or email us at <a href="mailto:elarning@alaska.gov">elarning@alaska.gov</a></p>  | <p><a href="mailto:elarning@alaska.gov">elarning@alaska.gov</a></p> |

**\*\*Districts must create and use individualized, district and site specific resources to fulfill the mandated training requirements listed below\*\***

|  |   |  |   |                          |
|--|---|--|---|--------------------------|
| Alaska Statute <a href="#">14.33.100</a><br><br>Required school crisis response planning | Each district employee  | Annually, in crisis response including evacuation & lock down drills | <a href="#">Crisis Response Plan</a> - Power Point<br><br>Examples:<br><ul style="list-style-type: none"><li>• <a href="#">Kodiak Island Borough School District - Crisis Handbook</a></li><li>• <a href="#">Kodiak Island Borough School District - Emergency Procedures Handbook</a></li></ul><br>These resources are intended to be used as guidance for districts in creating their specific crisis response plans. These resources are NOT intended to be used for staff to read to fulfill this training. | Todd Brocius, 465-2887   |
| Alaska Statute <a href="#">14.20.149</a><br>4AAC 19.060<br><br>Employee evaluation       | Each school district shall provide in-service training in evaluative techniques for all certificated staff. | Before conducting any evaluations;<br>Annually                       | <a href="http://www.eed.state.ak.us/evaluationhandbook.pdf">www.eed.state.ak.us/evaluationhandbook.pdf</a><br><br>This resource is intended to be used as guidance for districts in creating their evaluation procedures. This resource is NOT intended to be used for staff to read to fulfill this training.  | Cynthia Curran, 465-2857 |

## Employee Handbook

### HEALTH/LIFE INSURANCE

NWABSD provides health and life insurance, for a fee, to employees, and their dependents, who work a minimum of 15 hours per week. The cost for this insurance is established by negotiated agreement. Insurance coverage is through Meritain Health. Claim forms and plan summaries are available through the Human Resources Department. The NWABSD Group Number is 12431 and employees are assigned an ID# through Human Resources. For Pre-Certification call: 800-827-5058. Failure to comply with the plan's pre-certification requirements may result in a reduction of benefits. The Meritain Health customer service phone number is 1-866-808-2609. The website is [www.meritain.com](http://www.meritain.com).

### COBRA

Former employees and their dependents no longer eligible for health insurance under the District policy may be eligible to continue this benefit, at their own expense, under the COBRA provisions of the District policy and federal law. Upon separation from NWABSD employment, employees will receive a COBRA Notice from Meritain Health. If you have any questions about the notice or your rights to COBRA continuation coverage, please contact the Meritain Health Customer Service Department at 1-800-925-2272.

### WORKERS' COMPENSATION

NWABSD provides employees with Workers' Compensation coverage for injuries or illnesses incurred as a result of employment as provided by Alaska statute. Employees are responsible for reporting any work-related injury or illness to their immediate supervisor within 48 hours of occurrence. Supervisors and employees must complete an Alaska Department of Labor and Workforce Development "Report of Occupational Injury or Illness" form and submit the form to the Human Resources Office. Timeliness is essential in the reporting of injuries to ensure proper benefits are received.

**EMPLOYEE SAFETY**

NWABSD believes every employee has the right to a safe workplace. No employee shall be required to work under unsafe or hazardous conditions or to perform tasks which endanger his/her health, safety or well-being. It is every employee's responsibility to ensure that safe practices are followed and that any unsafe conditions are reported to the appropriate supervisor immediately. All equipment and facilities will be maintained in compliance with applicable local, state and federal statutes and regulations.

**STUDENT ACCIDENT REPORTING**

Student safety is a paramount concern of the District and all employees. Any employee who witnesses or becomes aware of an injury or accident involving a student must take appropriate steps to ensure the safety of the student and report that incident to his/her supervisor immediately.

**CHILD ABUSE AND NEGLECT REPORTING**

NWABSD employees are required by AS 47.17.020 to report known or suspected incidences of child abuse or neglect to the Office of Children's Services (OCS) at (800) 478-444 or call the local telephone number at (907) 442-3226 or fax (907) 442-2426. These reporting duties are individual and cannot be delegated to another person. Pursuant to AS 47.17.068, failing to report child abuse as mandated by law is a misdemeanor if the person knew or should have known that circumstances gave rise to the need for a report. District employees must cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse.

**DRUG FREE WORKPLACE**

State and federal statutes and regulations prohibit the unlawful manufacture, distribution, dispensing, possession or use of drugs or controlled substances in the workplace. Each employee is required to sign a form acknowledging the terms and consequences of the Drug-Free Workplace Act of 1988, 34 CFR Part 85, subpart f, at the time of employment. Provision for alcohol and drug testing of employees for reasonable suspicion is provided in the negotiated agreements between NWABSD and Northwest Arctic Education Association, the Northwest Arctic Educational Support Personnel Association and the Northwest Arctic Principals' Association.

**IF you feel you are a victim of harassment, contact your supervisor or the Director of Human Resources immediately.**

The legal use of prescribed medications is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

**SEXUAL AND OTHER FORMS OF UNLAWFUL HARASSMENT**

Sexual harassment or any other forms of unlawful harassment of or by any employee shall not be tolerated and should be reported immediately so that action may be taken to eliminate inappropriate behavior.

Sexual harassment may be difficult to recognize. It can consist of sexual favoritism, attempts to condition employment benefits on sexual concessions or favors, or comments and conduct that created a hostile or intimidating atmosphere. Examples could include sexual jokes, comments about an employee's body or dress, offensive e-mails, web sites, calendars, posters and faxes. To be sexual harassment, the employee observing or experiencing the behavior must be offended.

The School Board considers harassment to be a major offense that may result in disciplinary action or dismissal of the offending employee. If you feel you are a victim of harassment contact your supervisor or the Director of Human Resources immediately. Complaints will be investigated within ten (10) business days after notification and handled as confidentially as possible. See also, BP 4119.11, BP 4119.12, BP 4219.11 and BP 4319.11.

### **JOB CATEGORIES**

Employees who work at an hourly or contract rate in positions that do not require an Alaska teaching or administrative certificate are considered classified employees. Employees who work less than thirty (30) hours per week are considered part-time employees. Employees who work thirty (30) hours per week or more are considered full-time employees.

### **PAY DAYS**

Classified employees are paid on the fifteenth (15<sup>th</sup>) and last day of each month. If the normal pay day falls on a weekend, the paycheck will be issued on the preceding Friday. Paychecks are on a two week delay (example: Work performed from the 1<sup>st</sup> to the 15<sup>th</sup> of the month will be paid on the 31<sup>st</sup>. Work performed from the 16<sup>th</sup> to the 31<sup>st</sup> of the month will be paid on the 15<sup>th</sup> of the following month). Certified employees are paid on the last day of each month. Permanent employees are eligible for direct deposit of paychecks to the financial institution of their choosing.

In certain pre-approved emergency situations employees may request pay advances or early paychecks. Such approvals must come from the Superintendent and will only be granted once per year for legitimate emergencies. Employees who are laid off or terminated by the District are entitled to their final paycheck within three (3) working days, per Alaska Department of Labor. Employees who resign will receive their final paycheck on the next regularly scheduled pay day.

### **TIMESHEETS**

Employees are responsible for punching the time clock, signing their timesheets and submitting them to their supervisor for approval. Your signature on the timesheet attests to the accuracy of the hours you have worked. It is a serious criminal offense to falsely report time worked. Employees who falsify timesheets will face disciplinary action including possible termination.

### **TIME CLOCKS**

It is the responsibility of an hourly paid employee to clock in and out at the appropriate times.

**OVERTIME**

NWABSD considers any time beyond thirty-seven and one-half (37.5) hours physically worked per week to be overtime, compensated at 1 ½ times the normal hourly rate. All overtime must be pre-approved by the employee's supervisor.

**LEAVE**

Employees are eligible for several categories of paid and unpaid leave in accordance with state and federal law, contractual agreements and District policy. Leave requests should be made in advance in the form of a leave request slip submitted to the supervisor. Upon return to work, employees will complete the leave report portion of the leave slip and the supervisor will submit the slip to payroll. In the case of sick leave, the supervisor should be notified by phone at least thirty (30) minutes before the employee is scheduled to work. Employees who serve as elected officials or members of various boards may be granted up to ten (10) days of unpaid leave per year. Any periods of leave without pay of more than ten (10) days must be approved by the Superintendent or his/her designee.

**SICK LEAVE**

According to 4 AAC 15.0405b "A false statement by a teacher regarding sick leave is sufficient grounds for cancellation of the contract and revocation of the certificate."

Employees will accrue **sick leave** at the rate of 1 1/3 days for each full monthly pay period with unlimited accrual from year to year. Sick leave may be used when the employee is sick or injured, an illness within the employee's immediate family which requires the employee's presence, and upon the death of a member of the immediate family. The district reserves the right to require a doctor's and/or health aide's certificate of medical disability for sick leave usage. An employee is encouraged to notify his/her supervisor one half (1/2) hour in advance of the scheduled workday that the employee is going to utilize sick leave. If the supervisor is not notified the leave shall be charged to unapproved leave without pay. An employee utilizing sick leave shall be paid for such time lost, to the extent that he/she has sick leave accrued, at his/her current salary, less the amount of any time lost payments made to him/her under the Alaska Workers' Compensation Act. There shall be no accrual of sick leave when an employee is on leave without pay status. Employees are not entitled to monetary reimbursement for accumulated sick leave.

**FAMILY MEDICAL LEAVE ACT**

The Alaska Family Medical Leave Act (AFLA) guarantees qualified employees, under certain circumstances, up to 18 weeks of non-compensated leave during any twenty-four month period. Federal Family Medical Leave (FMLA) guarantees qualified employees, under certain circumstances up to 12 weeks of non-compensated leave during any twelve month period.

**FMLA and AFLA requests MUST be submitted and approved by the Human Resources Office. Leave is granted only if the employee qualifies.**

REASONS FOR TAKING MEDICAL LEAVE: Unpaid leave must be granted for any of the following reasons:

1. To care for the employee's child after birth, or placement for adoption or foster care;

2. To care for the employee's spouse, son or daughter, or parent who has a "serious health condition";
3. Or for a "serious health condition" that makes the employee unable to perform the employee's job.

A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

1. Inpatient care in a hospital, hospice, or residential health care facility; or
2. Continuing treatment or continuing supervision by a health care provider.

**ADVANCE NOTICE AND MEDICAL CERTIFICATION:** The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

1. The employee ordinarily must provide thirty (30) days advance notice when the leave is "foreseeable."
2. An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense), periodic updates, and a fitness for duty report to return to work.

While you are on leave you will be able to retain your medical coverage by paying your usual contributions. At the end of your leave, you will be reinstated to the same or an equivalent position unless your job has been eliminated or you are no longer able to perform your job. If an extended continuous leave is not needed, you may be eligible for a reduced hour schedule or to take intermittent time off. The District shall provide for employee absences as authorized by law, Board Policy, and Negotiated Agreement. Contact the Director of Human Resources for more information and qualifications. See also BP 4161 and BP 4261(a).

### **TRAVEL GUIDELINES**

District employees are not required to travel if temperatures are below -30° F. Employees traveling as chaperones with students should familiarize themselves with the Chaperone Rights and Responsibilities published by the Student Activities Coordinator. Employees may not travel at District expense without prior approval of the Superintendent or his/her designee. Employees who travel on approved District business and do not fulfill their duties and responsibilities while on such a trip may be held liable for repayment of all expenses incurred.

### **EXTRA DUTY CONTRACTS**

Employees who have signed an Extra Duty Contract are expected to perform these duties before or after school hours, not during. Extra Duty Contract's performed during school hours is double dipping and this is considered unethical.

### **BACKGROUND CHECKS**

All employees must undergo a background check. This includes both permanent and temporary employees.

**FURTHER INFORMATION**

NWABSD website

[www.nwarctic.org/](http://www.nwarctic.org/)

Department of Education and Early Development

[www.eed.state.ak.us/](http://www.eed.state.ak.us/)

Teacher Certification website

[www.eed.state.ak.us/TeacherCertification/](http://www.eed.state.ak.us/TeacherCertification/)

Division of Retirement and Benefits

[doa.alaska.gov/drb/](http://doa.alaska.gov/drb/)

Meritain Health

[www.meritain.com/](http://www.meritain.com/)**Superintendent's Workplace Rules**

The normal standards of good conduct and acceptable job performance apply to all employees. It is the intent of the NWABSD administration to provide an environment in which employees can perform to their greatest ability and the vision and mission of the District can be attained. To this end, it is necessary to have written rules for all employees to follow in pursuit of our common interest.

The condition of school facilities and the actions of District employees set the tone for the entire District. As such, it is essential that District employees act in a professional manner and extend the highest courtesy to students, parents, coworkers, and visitors.

In addition to performing their assigned responsibilities, employees are expected to observe the following rules and may be disciplined for failure to do so.

**1. WORKDAY****Start and Stop Times**

Employees are expected to be at their workstation at the scheduled start time and to work productively until the scheduled stop time.

**2. ABSENTEEISM**

Excessive or habitual absenteeism from work without being on approved leave status, i.e., sick leave, approved leave without pay, personal leave, annual leave, etc., is considered a failure of the employee to perform his or her duties. Such a failure occurs if the employee is so absent for two (2) days (or equivalent partial days) within a 30-day work period, including absence from an extra duty or overtime assignment after having accepted the assignment. Such a failure also occurs if an employee is absent for a lesser time during a 30-day period if such absences display a pattern of absence that is inappropriate.

**3. NOTIFICATION OF ABSENTEEISM**

Employees must notify their immediate supervisor when they are going to be absent from work as soon as possible, but no less than 30 minutes before the normal workday start time except in cases of emergency. If the immediate supervisor is not available, talk to the administrator in charge. If no one is available, leave a message.

**4. TARDINESS (Hourly Employees)**

In addition to loss of pay, excessive or habitual tardiness shall be grounds for discipline up to and including dismissal. Excessive or habitual tardiness is defined as the third tardiness during an

employee's thirty (30) day work period for which leave has not been granted. Such a failure also occurs if an employee is tardy for lesser time during a 30-day period if such tardiness displays a pattern of tardiness that is inappropriate.

Tardiness is defined as being one (1) to five (5) minutes late and not productively working at the assigned workstation at the scheduled workday start time, on the return from a scheduled 15-minute break, and on the return from a scheduled 30-minute or one (1) hour lunch break.

In addition to a tardiness being recorded, tardiness of 6 to 15 minutes will be docked for 15 minutes of pay for that pay period. Tardiness of 16-30 minutes will result in a 30-minute pay deduction for that pay period.

Tardiness of 31 minutes or more may be treated as an absence with the employee being sent home for the remainder of the workday. If not treated as an absence the employee will be docked a minimum of 1 hour of pay.

#### **5. LEAVE WITHOUT PERMISSION**

Leaving the office/school, workstation, or work area without permission is not allowed unless required by the employee's duties or by emergencies.

#### **6. WORK BREAKS**

Full-time classified employees are entitled to two breaks of up to fifteen minutes each, one before lunch and one after lunch, scheduled by their supervisor. Duty free lunch breaks for all employees will be scheduled by their supervisors according to contractual agreement.

Employees who need to leave the work site during the work day must notify their supervisor in advance. Employees may leave the work site during their scheduled lunch break without notifying their supervisor.

#### **7. CONFIDENTIAL INFORMATION**

Employees must not discuss or disclose confidential District information with or to persons who have no right to know such confidential matters, including family and friends.

This rule is not intended to prohibit an employee from disclosing such information to attorneys, Association representatives, or witnesses who have a need for such information in administrative or grievance procedures involving the employee.

Confidential papers must be safeguarded. Persons requesting such information must verify their right to obtain the information prior to receiving it.

If an employee overhears confidential information or reads confidential information by mistake, it is still considered District confidential information and is to be treated as such. (For more information see BP 4119.23).

## **8. COMPLAINTS**

NWABSD recognizes the need for providing employees with a process for addressing concerns regarding issues which are not subject to formal grievance procedures. Employees are encouraged to resolve complaints informally with their supervisor or site administrator. Processes for filing formal complaints and grievances are outlined in Board Policy and in the Negotiated Agreements.

## **9. CONFLICT BETWEEN EMPLOYEES**

Although the District has formal processes available to employees to address complaints and legal or ethical violations in the workplace, conflicts can often be resolved informally by persons who are directly involved.

The following six-steps were adapted from *Resolving Conflicts on the Job* by J. Wisinski and provide a user-friendly format to resolve disputes at the lowest level.

- A. Meet with the people who are directly involved.
- B. Assume other people involved in the conflict mean well.
- C. Express only your own feelings.
- D. Identify what you would like to see happen.
- E. Remain open to other outcomes that would satisfy your needs.
- F. Understand and be committed to any agreements reached.

## **10. RUMORS**

The administration strongly encourages all employees who have concerns, questions, and/or want more information about rumors relating to the operations of the District to inform their immediate supervisor of the rumor and to allow their supervisor sufficient time to investigate and respond.

## **11. CONTROLLED SUBSTANCES (ALCOHOL AND ILLEGAL DRUGS)**

Employees may not engage in the manufacture, use, distribution or possession of alcoholic beverages; or be under the influence of alcoholic beverages in the workplace. This includes any district owned or approved vehicle used to transport students or employees; any off-school sites when accommodating a school-sponsored or school-approved activity; or any period of time when an employee is supervising students on behalf of the District or otherwise engaged in District business. Possession or use of controlled substances (alcohol and non-prescription drugs) on District property or attempting to bring such substances onto District property is prohibited. Appearing for work under the influence of controlled substances is prohibited. (For more information see BP 4020.)

**12. SMOKING AND TOBACCO PRODUCTS**

Employees may not smoke or use tobacco products on District property per AS 18.35.300. Tobacco products may not be used in District vehicles or teacher housing units.

Designated areas outside of District buildings for staff to use tobacco products may be provided. If provided, the designated area must be a sufficient distance so as to ensure that non-smokers are not subject to the active by-products of smokers.

No tobacco product will be used except in the designated area. Lighting or extinguishing a cigarette/cigar/pipe or using smokeless tobacco must be done only in the designated area and not to or from such areas.

While the District may make designated areas available to users of tobacco products, it has no legal responsibility to do so. Employees who choose to use the designated tobacco areas do so at their own risk. No additional breaks are allowed to any employee who uses tobacco products. Users of tobacco products must dispose of the remains in the proper containers and not on any District grounds.

**13. DRESS CODE**

Personal hygiene and good grooming are required.

Employees are expected to dress in attire that is appropriate to the type of work they do. Clothing must be clean and not wrinkled, torn, or frayed. Shoes or boots must also be well maintained.

Clothing that is sexually suggestive, shows cleavage, bare shoulders, bare backs, chest, stomach/midriff, buttocks or underwear are not considered appropriate work clothes.

Clothing may not contain certain words or pictures that are inappropriate for school employees to wear in a school setting. Examples are clothes that display or reference alcohol, drugs, weapons, violence, sexual activities, obscenity, and racism. Employees need to recognize and remember that students in school are a "captive audience." School employees are teaching, supervising, assisting, or in contact with students through the permission and authority conferred on those employees by the District. Therefore, the display of an employee's political views through the wearing of buttons or statements on clothing may also be inappropriate in a school setting.

Employees who have questions or concerns about appropriate dress are encouraged to discuss them with their immediate supervisor.

**14. PERFORMING OTHER THAN DISTRICT WORK**

All work performed on the premises must be for the direct benefit of the District, unless otherwise authorized and unless such work is performed during breaks or duty-free periods and does not

interfere in any way with the normal operation of the school or facility or does not involved the use of District equipment or property. Employees may not perform work, either paid or unpaid, for other companies, agencies or organizations during their work time.

#### **15. COMPUTERS**

Computers owned by the District are to be used in accordance with BP 6161.4, NWABSD Acceptable Use Policy for District Staff.

#### **16. USE OF DISTRICT NETWORK AND ELECTRONIC MAIL**

Use of the District's network, including internet access and electronic mail, are provided for staff and students to conduct research and communicate with others. The District has in place rules which govern the use of the District's network system and are intended to help staff members use the network appropriately. Among these are an Acceptable Use Policy which all employees must sign prior to being issued an account, and BP 6161.4 which outlines staff, student and visitor access to network resources. Basic rules of network use dictate that no staff member shall visit sites deemed inappropriate, shall not use the District network for personal or professional gain and shall not interfere with another's use of network resources. E-mail messages must contain professional and appropriate language at all times. The following, though not all inclusive, is a list of various types of e-mail or electronic harassment:

- Making offensive or harassing statements based on race, color, religion, national origin, veteran status, ancestry, disability, age, sex, or sexual orientation.
- Sending ethnic, sexual-preference or gender related slurs, and/or jokes via e-mail. "Jokes" which often contain objectionable material, are easily misconstrued when communicated electronically.
- Sending or soliciting sexually oriented messages or images.

Comments, conduct, off color jokes and innuendoes that a reasonable person would perceive as offensive or harassing are strictly prohibited and will not be tolerated.

Failure to follow established rules can lead to appropriate disciplinary action as well as the loss of access to the Internet or other school networks. Legal action may be taken where appropriate.

#### **17. PERSONAL TELEPHONE CALLS**

The administration discourages use of its telephones for personal calls but realizes that some calls are legitimate and necessary. Insofar as such calls on District time do not interfere with the conduct of school/office business or preclude employees from performing their assigned duties, infrequent use of District telephones for personal calls will be permitted. Personal toll calls charged to District telephones are prohibited.

**18. PERSONAL ELECTRONIC DEVICES: CELL PHONES, PAGERS, TEXT MESSAGING, ALL PDA (PERSONAL DIGITAL ASSISTANTS)**

Personal electronic devices shall mean wireless and/or handheld electronic devices that include but are not limited to cell phones, pagers, text messaging devices, and all PDA.

The information in Personal Telephone Calls (in number 15 above) shall also apply to all personal electronic devices.

All personal electronic devices should be turned off during work hours and used only during scheduled breaks; however, the administration understands that it is sometimes necessary to have a personal electronic device turned on during work hours. If an electronic device is turned on during work hours, the ringer or any audible sound must be turned off.

Incoming calls, text messages, and/or pager notifications that are not categorized as legitimate and necessary should not be answered, but instead be allowed to go to storage and answered during scheduled breaks.

Either turn off electronic devices or don't take them to meetings. The only reason to take any personal electronic device to a meeting and have it turned on (but not on an audible ring) is in the case of anticipated emergency.

Unauthorized photos taken with any kind of personal electronic device are prohibited.

**19. VISITORS**

Employees should discourage friends and family members from visiting them in the workplace during work hours except when necessary. If visits by family and friends include children, such children must be under the direct supervision of the employee and in his/her sight at all times. Employees are prohibited from bringing their children to the workplace in lieu of securing babysitting or other daycare options.

**20. LOITERING**

Loitering or engaging in unauthorized visiting during working hours is prohibited. Loitering is defined as spending time idly or lingering in an aimless way.

**21. SLEEPING/READING DURING WORK HOURS**

Sleeping during working hours is prohibited. Reading materials other than those pertaining to an employee's work or other than those allowed to be posted in places designated by the District for such purposes in school facilities is also prohibited. For purposes of this rule, a duty-free lunchtime or break shall not be considered working time. However, sleeping is not allowed during a duty-free lunch period or break if sleeping occurs in a location where students or school visitors can observe that conduct in the normal course of the day.

**22. SOLICITATIONS**

Employees may not solicit for any purpose, distribute literature, or sell anything during their working hours or in working areas. During breaks or duty-free periods such activity may occur in lounges or other non-working areas as per negotiated agreement or law. Distribution of literature as used in their role does not include the Association's right to disseminate information.

**23. POLITICAL ACTIVITIES OF EMPLOYEES**

Under no circumstances shall district employees:

- Conduct political activities on school property during duty hours.
- Solicit campaign support or contributions on school property during duty hours.
- Use school equipment for the reproduction of campaign materials.
- Post or distribute campaign materials on school property.
- Permit the use of students to write, address or distribute campaign materials.

**24. UNSANITARY CONDITIONS**

Do not create unsanitary conditions in the office/school/housing unit or on District property.

**25. SECURING WORK AREAS**

At the end of each workday, employees are responsible for turning off equipment, lights, and securing windows and doors in their work area.

**26. WORK SLOWDOWN**

Willfully holding back, stopping, slowing down, hindering, limiting, or interfering with an employee's own work performance or the work performance of another employee for the purpose of impeding the normal course of business of the District is prohibited.

**27. ENCOURAGING VIOLATION OF RULES**

An employee must not encourage, coerce, incite, bribe, or otherwise induce any other employee or employees to engage in any practice in violation of these rules of the Superintendent. Discipline imposed for such violation of this rule will be the same as that specified for a violation of the rule or rules in question.

**28. INSUBORDINATION**

Refusing to accept work, refusal to perform work in accordance with the instructions furnished by a supervisor, or refusal to otherwise cooperate with a supervisor is prohibited unless the employee has first informed the supervisor that such work creates an immediate safety hazard for the employee or for students, staff, or District property.

**29. FALSIFICATION OF RECORDS**

Falsification of personnel records, time cards, job cards, time sheets, leave slips, or any other District record, report, or form of any nature whatsoever is prohibited.

**30. FRAUDULENT STATEMENTS**

Knowingly giving false or inaccurate information of a work-related nature or knowingly withholding information of a work-related nature in a situation where a supervisor has properly requested the disclosure of such information is prohibited.

**31. NEGLIGENCE**

The commission of negligent or careless acts during working time or on District property that results in personal injury or property damage or that cause expense to be incurred by the District may subject the employee to disciplinary action.

**32. GAMBLING**

Gambling is not permitted on District property unless authorized by the Superintendent, or designee, as part of a school or community event pursuant to Board Policy.

**33. WEAPONS**

Except for instructional use, possession of firearms or other weapons on District property is not allowed. Employees shall not bring to, possess or use deadly weapons, firearms, dangerous instruments or their replicas on school property or at any school-sponsored activity unless written permission has been previously obtained from the Superintendent or his/her designee specifically authorizing that possession or use.

This rule does not preclude occupants of District housing to possess firearms in their own housing unit for personal use.

**34. CRIMINAL CONDUCT**

The commission of wrongful acts that constitutes a crime will subject an employee to disciplinary action that may include dismissal. The District will report alleged criminal conduct to the appropriate law enforcement agency.

**35. PROPER USE OF EQUIPMENT AND MATERIALS**

Operating equipment and using materials in such a manner that would directly or indirectly cause or allow contaminants to pollute the environment, including waste materials such as oil, paint thinner, acids, etc., is prohibited.

**36. UNAUTHORIZED POSSESSION OF DISTRICT PROPERTY**

Unauthorized possession or use of any District property, equipment, or materials is prohibited.

**37. USE OF DISTRICT PROPERTY**

Employees may not use District facilities or property, including but not limited to vehicles, postage, mailboxes, office supplies, fax or copy machines, computers and related equipment for any use other than district business. Employees may not order or purchase any items or services in the

name of the District without the prior approval of the Superintendent or his/her designee or without following proper procedures as found in the Administrative Policies and Procedures Handbook.

**38. BULLETIN BOARDS**

Posting or removing notices or signs on District bulletin boards, other than those designated for use by the Associations, requires the approval of the Superintendent or designee.

**39. INTENT TO HARM**

Acts during working hours or on District property, including teacher housing units, intended to destroy or damage property or to inflict bodily harm, whether or not the destruction or injury actually occurs, are prohibited.

**40. THREATS**

Threats of or the use of violence; threats to make or the making of false, vicious, or malicious statements concerning the supervisor, any other employee or any student; or the use of obscene or abusive language directed to the supervisor, any other employee or any student is prohibited.

**41. DISORDERLY CONDUCT**

Disorderly conduct during working time or on District property, including challenging another to fight or engaging in fighting other than in reasonable self-defense and threatening or abusing any other employee, student, or private citizen is prohibited.