

EMPLOYEE CONDUCT RULES

The following list of rules sets forth the required general employee conduct. All rules of Meridian School District now in force or hereafter adopted shall be observed by all employees. Administrators are authorized to subject an employee who violates any rule to discipline which may include verbal or written warning or reprimand as appropriate to the infraction. The superintendent may suspend an employee during an investigation and pending a hearing, if the superintendent deems the suspension to be reasonably necessary to protect the best interests of the district, and may exercise such other powers concerning discipline and termination as are authorized by law.

An employee shall not:

1. Falsify or omit material information from District records or any report or statement required of or submitted by the employee.
2. Use language or actions which are offensive or profane to a person of ordinary sensibilities.
3. Carry or smoke any kind of lighted pipe, cigar, cigarette or any other lighted smoking equipment or material, or chew or sniff a tobacco product on district property, including vehicles, as prohibited in Policy 4215, Use of Tobacco on School Property.
4. Damage, negligently or intentionally, property of the district, another employee, or student.
5. Take, use, convert, or possess without authorization funds, equipment, materials, or services of an individual or of the district for purposes not related to the district.
6. Endanger, negligently or intentionally, the safety of oneself or another person.
7. Provoke a fight or participate in a fight, except to take such defensive measures as may be necessary to protect oneself or anyone else who is the subject of an unprovoked attack.
8. Use threats or personal/political influence in an effort to secure promotion, leave of absence, transfer, change of evaluation, pay or other occupational advantage for oneself or another.
9. Induce or attempt to induce any district employee or student to commit an unlawful act in violation of any rule, regulation or policy applicable to the employee or student.
10. Carry a weapon on employer's time or premises.

11. Violate any rule, regulation or statute or other legal enactment applicable to the employees.
12. Illegally manufacture, distribute, dispense, or possess any controlled substance, use alcohol at work, work under the influence of alcohol, or work under the influence of any controlled substance unless the substance is prescribed by a doctor and does not impair the employee's ability to function in his or her position.
13. Fail to perform any responsibilities lawfully imposed upon the employee or fail to follow any lawful directives issued to the employee.
14. Be tardy.
15. Be absent without authorization or approved excuse.
16. Threaten, intimidate, harass (including sexual harassment), coerce or abuse, either physically or verbally, another employee, patron, or student.
17. Violate safety rules or safety practices or fail to use required safety equipment.
18. Distribute materials, circulate petitions, or collect contributions on the employer's time or premises without proper authorization.
19. Require or pressure students, staff, or parents to purchase equipment, supplies, or services from the employee in a private remunerative capacity.
20. Commit an act of moral turpitude.
21. Use the district's computer network to access inappropriate material, send or receive inappropriate communications, conduct personal business or commercial endeavors or engage in illegal activities of any kind

This listing represents the general guidelines of employee conduct for Meridian School District and is not inclusive. Individual schools or departments may also have written rules which employees are expected to follow. A violation of the above rules may be sufficiently serious to constitute cause for termination of employment.

In addition, a situation may occur which is inherently offensive but no specific rule applies; in such a case an employee is subject to reasonable discipline which may include termination.

Adoption Date: September 15, 2004
Meridian School District