

G-13 WORKING CONDITIONS

The Board requires that members of the staff conduct themselves in a professional manner, which helps to project the school district in a favorable light with the public. Employees shall treat their colleagues, students and other citizens with courtesy and respect and shall communicate a sincere desire to be of assistance.

Employees shall not engage in unlawful activities or those that violate Board policy. These include, but are not limited to, reporting to work under the influence of alcohol or any other psychoactive substance, use of tobacco on school property, (includes school buses) possession of firearms or other weapons during work hours or on school district property or causing physical, mental or emotional harm to another.

Employees are expected to abide by the established working hours and schedules, including time beyond the normal workday. Use of profanity, failure to properly execute assigned tasks and unauthorized absences are examples of behavior that are unacceptable. All employees should dress in a manner befitting a representative of the education profession. Administrative staff members are expected to set model examples for others.

Staff members must submit to alcohol and drug testing if directed by the Board for reasonable cause. Selected employees must cooperate with the testing program that is authorized in the Omnibus Transportation Employee Testing Act of 1991.

Any violation of this policy may result in disciplinary action to include, but not limited to, written reprimand, suspension, and/or termination.

ADOPTED: May 11, 2004

Revised: January 26, 2010

LEGAL REF: Code of Alabama 16-1-30; 16-11-9; Omnibus Transportation

Employee Testing Act of 1991