Rules of Conduct

The following conduct is prohibited and will not be tolerated by the School. This list of prohibited conduct is illustrative only and applies to all employees of the School; other types of conduct that threaten security, personal safety, employee welfare and the School’s operations also may be prohibited. Further, the specification of this list of conduct in no way alters the at-will employment relationship as to at-will employees of the School. If an employee is working under a contract with the School which grants procedural rights prior to termination, the procedural terms in the contract shall apply.

• Insubordination - refusing to perform a task or duty assigned or act in accordance with instructions provided by an employee’s manager or proper authority.

• Inefficiency - including deliberate restriction of output, carelessness or unnecessary wastes of time or material, neglect of job, duties or responsibilities.

• Unauthorized soliciting, collecting of contributions, distribution of literature, written or printed matter is strictly prohibited on School property by non-employees and by employees. This rule does not cover periods of time when employees are off their jobs, such as lunch periods and break times. However, employees properly off their jobs are prohibited from such activity with other employees who are performing their work tasks.

• Damaging, defacing, unauthorized removal, destruction or theft of another employee’s property or of School property.

• Fighting or instigating a fight on School premises.

• Violations of the drug and alcohol policy. Using or possessing firearms, weapons or explosives of any kind on School premises.

• Gambling on School premises.

• Tampering with or falsifying any report or record including, but not limited to, personnel, absentee, sickness or production reports or records, specifically including applications for employment and time cards.

• Recording hours, when applicable, of another employee or permitting or arranging for another employee to record employee hours.

• Use of profane, abusive or threatening language in conversations with other employees and/or intimidating or interfering with other employees.

• Conducting personal business during business hours

• Excessive absenteeism or tardiness excused or unexcused.

• Posting any notices on School premises without prior written approval of management, unless posting is on a School bulletin board designated for employee postings

• Immoral or indecent conduct Conviction of a criminal act

• Engaging in sabotage or espionage (industrial or otherwise)

• Violations of the sexual harassment policy

• Failure to report a job-related accident to the employee’s manager or failure to take or follow prescribed tests, procedures or treatment

• Sleeping during work hours

• Release of confidential information without authorization Any other conduct detrimental to other employees or the School’s interests or its efficient operations

• Refusal to speak to supervisors or other employees

• Dishonesty

• Failure to possess or maintain the credential/certificate required of the position

For employees who possess an employment contract which provides for other than at-will employment, the procedures and process for termination during the contract shall be specified in the contract.