

HENDERSON COUNTY SCHOOL BOARD POLICY	<u>PERSONNEL</u> Professional Standards of Conduct and Performance for Non-Teachers	709
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PROFESSIONAL STANDARDS OF CONDUCT AND PERFORMANCE FOR NON-TEACHERS

BASIC STANDARDS OF CONDUCT AND PERFORMANCE FOR NON-TEACHERS

The Henderson County Board of Public Education (“Board”) is dedicated and committed to providing all employees with a positive work atmosphere that gives employees opportunities to excel in the workplace. To achieve this goal, it is the Board’s expectation that all employees are capable of and must adhere to certain minimum standards of conduct and performance as set forth in this policy. This policy applies to all Board employees except teachers. (See Board Policy 708, “Professional Standards of Conduct and Performance for Teachers”).

All employees of the Henderson County Board of Public Education shall comply with and adhere to the following standards of conduct and performance:

1. Comply with all Board policies, including those regarding appropriate and/or prohibited behavior with students and electronic communications with students.
2. Direct all complaints regarding the work environment to the appropriate supervisors and/or file grievances instead of acting to undermine or diminish the authority of co-workers and supervisors.
3. Avoid confrontations with co-workers, including but not limited to, engaging in actions or conversations, which the employee knows or should know will result in an actual disruption.
4. Comply with all administrative directives in a timely and professional manner, including written directives regarding specific issues or behaviors.
5. Perform all assigned and/or accepted extracurricular and non-instructional duties in a timely and professional manner.
6. Participate in and complete any required professional development activities required by the Board, Superintendent or supervisor.
7. Attend and participate in all required staff meetings and other required meetings.
8. Complete and transmit all required reports and other documentation in a timely and professional manner.
9. Dress appropriately for job duties and in accordance with school district policy and supervisor’s directives.
10. Arrive at school each day at an appropriate time designated by the principal ready and prepared to complete all assigned duties.
11. Develop, promote and maintain courteous and professional working relationships with other staff members, students, parents, and visitors.
12. Exercise proper care and maintenance of school property.
13. Attend to the safety and welfare of students and, if required by the position, provide adequate supervision of students.

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The failure or unwillingness of an employee to comply with the standards of conduct and performance listed herein is insubordination and may result in disciplinary action up to and including dismissal from employment. In all matters concerning an employee's compliance with this policy, consideration shall be given to the impact on the overall workplace and/or educational environment.