

# GENESEO SCHOOLS Illinois District 228

*Progressive Education with Traditional Values*

## **PROFESSIONAL STAFF CONDUCT/RESPONSIBILITY**

### **ATTENDANCE**

#### **Absence**

Each employee plays a vital role in the operation of the school system. Any absence will produce lessening of a necessary service. While the maintenance of good physical and mental health is of the utmost importance, each employee should strive to be in attendance every day.

Any absence from work must be for valid reasons, i.e., personal health or family emergencies. Personal convenience or advantage are not ethically acceptable reasons for absence, unless you have an approved personal leave.

Excessive absence is undesirable and detrimental to the District.

#### **Notification of Absence**

The District has procedures for reporting absences. An employee who must be absent is responsible to provide proper notification. Failure to provide a timely report of absence (within two business days) can cause unnecessary problems in the operation of the school or department.

#### **Certification of Absence**

An absent employee must complete the proper absence notification in ERMA, or alternate method where acceptable. An employee's salary for days absent cannot legally be paid if the appropriate certification of absence has not been filed.

Falsification of a signed statement or physician's certificate is grounds for suspension and/or termination of employment.

### **TARDINESS**

Each position has an established work schedule to which employees must adhere. An individual employee cannot alter his/her established work schedule without prior administrative approval.

Excessive tardiness is unacceptable.

### **WORK SITE**

An employee is expected to report on time as determined by either the negotiated agreement or by supervisor directive; and stay at his/her job site during work hours except during lunchtime-- unless job responsibilities require travel. In case of emergency, the employee should follow established procedure before leaving the work site.

An employee may not permit unauthorized persons to enter the work site.

### **POSSESSION OR USE OF ALCOHOL, CONTROLLED SUBSTANCES, OR WEAPONS ON DISTRICT PREMISES**

Board policy prohibits the unlawful manufacture, distribution, dispensing, sale, possession or use of alcohol and/or controlled substances on District premises or while performing any function as an employee of the District. Employees are expected to report for and continue throughout the workday, including lunch period, free from alcohol and/or controlled substances.

Any employee who must use medication that may affect the sense of balance or speech should notify the immediate supervisor before starting work.

No employee may possess, use, or exhibit weapons on District-owned property.

### **AUTHORIZED USE OF DISTRICT-OWNED MATERIAL**

District-owned property, equipment, and supplies shall be used for school business only.

Use of equipment other than at a Geneseo Community Unit School District #228 site must have prior approval by the superintendent or designee.

An employee may not appropriate for personal use or gain, property, equipment, or supplies owned by or under the control of the Geneseo Community Unit School District #228.

### **INSUBORDINATION**

The immediate administrator/supervisor is expected to provide clear direction so reasonable work may be accomplished in accordance with the concept of need and/or priority.

An employee is expected to follow instructions whether or not the employee is in agreement with the instruction, unless the employee can establish an unsafe or unlawful condition.

### **SEXUAL HARASSMENT**

The Geneseo Community Unit School District #228 Board of Education prohibits any form of sexual harassment. Sexual harassment may include, but is not limited to:

- A. Creating an intimidating, hostile, or offensive work or learning environment;
- B. Repeated offensive sexual flirtations;
- C. Sexual advances or propositions;
- D. Verbal remarks or abuse of a sexual nature;
- E. Graphic or degrading verbal comments about an individual or his/her appearance;
- F. The display of sexually suggestive objects or pictures;
- G. Any offensive or abusive physical contact.

Whenever any employee engages in sexually provocative or exploitative conduct, (including "dating"), with students of the Geneseo Community Unit School District #228, a strong presumption of unfitness arises against the employee.

If any employee has questions, concerns or complaints regarding sexual harassment, contact the immediate supervisor, or the Nondiscrimination Coordinator and/or use the board policy, 2:260 *Uniform Grievance Procedure*. The current nondiscrimination Coordinator is:

Dr. Joni Swanson  
209 S. College Avenue  
Geneseo, IL 61254  
309-945-0450

## **CONDUCT**

An employee is expected to be knowledgeable of Board Policies and Procedures related to the carrying out of his/her job. An employee should also be knowledgeable of contents of the Negotiated Agreement and in the absence of a Negotiated Agreement for classified personnel, those contents of the job description and any associated employee handbook. In all cases, employees are expected to implement and carry out the mission and objectives of District policies and procedures. Furthermore, an employee is expected to be considerate of all fellow employees, both professional and classified, as well as students, parents, and the citizens who use school facilities.

Any conduct which discredits the education profession or the reputation of the Geneseo Community Unit School District Board of Education may be considered conduct unbecoming an employee. Behavior that directly or indirectly negatively impacts teaching and learning is unacceptable. Examples of such conduct may include:

- A. Use of vulgar, profane, or other disrespectful, discriminatory or racist language;
- B. Giving cruel and/or humiliating verbal abuse to others, particularly in the presence of their peers;
- C. Shaking, striking, pushing or propelling others into walls, furniture, or the ground;
- D. Failing to maintain confidentiality in discussing District, school, or student matters;
- E. Inappropriately seizing and/or using student property;
- F. Inappropriately handling or using District property, especially care of technological equipment;
- G. Failure to comply with Board approved curriculum, instructional materials and assessment practices.
- H. Inappropriate use of cell phones during instructional time
- I. Inappropriate or unauthorized use of District facilities
- J. Inappropriate, offensive or disruptive dress
- K. Failure to communicate in a timely and professional manner with parents and/or community members
- L. Dishonesty
- M. Failing to be prepared for work
- N. Engaging in criminal activities
- O. Falsifying timesheets, assessments, or any other work-related documents including applications
- P. Failing to report unsafe or hazardous conditions.
- Q. Failing to report any suspected incidences of abuse
- R. Failing to complete assigned tasks on time
- S. Copyright infringement

Administration will consider aggravating and mitigating circumstances when considering the consequences for misconduct. Consequences may range from oral warnings up to termination, depending upon the severity and frequency of infractions.

While it is impossible to predict the many situations that may arise or to describe all aspects of acceptable or unacceptable conduct, an employee is expected to know and apply Board Policy and Administrative Procedures related to his/her job. Beyond that, an employee is to use common sense, courtesy, consideration, and reasonableness in relationships with other persons.

**FAILURE TO ADHERE TO ANY OF THE GUIDELINES IN THIS BULLETIN IS CAUSE FOR DISCIPLINARY ACTION.**

If you have any questions in regard to the content of this bulletin, please contact the Superintendent at your convenience.

DRAFT