

**Personnel Conduct Expectations**

All District employees are expected to maintain high standards of honesty, integrity, and impartiality in the conduct of District business and are required to comply with and conform to Idaho law and the Code of Ethics of the Idaho Teaching Profession and of the District.

Further, employees should hold confidential all information deemed to be not for public consumption as determined by law and Board policy. Employees shall also respect the confidentiality of people served in the course of the employee's duties and use information gained in a responsible manner. Discretion should be employed even within the school system's own network of communication and with other District employees.

Administrators and supervisors may set forth specific rules and regulations governing employees' conduct on the job within a particular building. Such rules and regulations shall be reviewed and approved by the Superintendent.

**Professional Conduct Expectations**

In the educational setting there are high expectations for employee behavior. This is necessary to ensure effective and efficient operation of the school and to model and reinforce appropriate professional interactions for our students. Accordingly, all employees shall treat each other in an appropriate professional manner. This includes how supervisors address those they have oversight over as well as all employees with respect to each other and their supervisor.

Employees shall comply with all work-related orders, instructions, and directives issued by a proper authority. Repeated incidents of insubordination; manifesting disrespect; acts or language which hamper(s) the school's ability to control, manage, or function; displays of unacceptable modeling of rules for students or staff; or any other serious breaches involving improper attitudes or improper action toward persons in positions of authority are just cause for and may result in employee discipline, up to and including possible termination.

Any employee who feels that they are not being treated with respect by someone who is in a position of authority, or who see displays of unacceptable modeling of rules for students or staff; or any other serious breaches involving improper attitudes or improper action toward persons, should report the circumstances of such behavior to their respective supervisor or the Superintendent immediately.

All rights to due process as outlined in District policy shall be followed.

Examples of improper conduct include, but are not limited to:

1. Disobeying an appropriate work related order, instruction or directive of a supervising employee or administrator;
2. Refusing to accept a reasonable and proper work assignment or directive of a supervising employee or administrator;
3. Disputing or ridiculing authority or an employee;
4. Exceeding authority;

5. Using vulgar or profane language to another employee, a supervising employee or administrator; a parent or student;
6. Failure to notify the appropriate person in advance of an absence; and/or
7. Inappropriate remarks or expectations of those in authority regarding any employee.

**Personnel Conflict of Interest**

It is not uncommon for a District to employ people who are related to one another or romantically involved with one another. However, it is inappropriate for one family member or romantic partner to have direct influence over the other's conditions of employment (i.e., salary, hours worked, shifts, evaluation, etc.).

For the purpose of this policy, family member or romantic partners are defined as spouse, domestic partner, daughter, son, parent, grandparent, grandchild, sister, brother, mother-in-law, father-in-law, daughter-in-law, or son-in-law.

In any case, when employees are unsure about a potential conflict, they should fully disclose the circumstances in writing to their supervisor. If one family member or romantic partner has influence over another family member or romantic partner's conditions of employment, the following should occur:

1. In collaboration with the supervisor, the involved employees will be provided 30 days to make a decision regarding a change. Options include, but are not limited to:
  - a. One employee applying to transfer to another area; or,
2. Revising the reporting structure in the department so that one employee no longer has direct influence over the other employee's conditions of employment; or
  - a. If a decision is not reached by the end of the thirty-day period, the department head, or next level of administrator, will resolve the situation.

Nothing in this policy shall require the Superintendent or Board, in the case when the conflict of interest directly relates to the Superintendent, to transfer an employee to a different position in an effort to avoid a conflict of interest if doing so would not be in the best interest of the District.

**LEGAL REFERENCE:**

<b>I.C. § 33-1208</b>	<b>Revocation, Suspension or Denial of Certificate – Grounds</b>
<b>I.C. § 33-1209</b>	<b>Proceedings to Revoke, Suspend or Deny Place Reasonable Conditions on a Certificate</b>
<b>IDAPA 08.02.02.076</b>	<b>Code of Ethics of the Idaho Teaching Profession</b>

**ADOPTED: January 15, 2018**

**AMENDED/REVISED: October 15, 2018**