



Employee Work Ethic Standards Goal Expectations

Standard #1: Attendance & Tardiness

- Report to work on scheduled work days.
- Keep unexpected or unscheduled absences to a minimum amount.
- Report to work on time prepared to begin workday.

Standard #2: Personal Responsibility and Accountability

- Take responsibility for own actions.
- Take responsibility for appropriate dress & grooming.
- Take responsibility for doing my best on my job by staying focused and avoiding personal distractions.

Standard #3: Career Performance

- Maintain a high level of career performance.
- Maintain or exceed current knowledge, skills and abilities for current position.
- Work to develop additional knowledge, skills and abilities.
- Meet or exceed personal career goals.

Standard #4: Work habits and Persistence

- Stay on task and make continuous progress on normal tasks and new assigned projects.
- Take initiative by not having to be asked to start and/or complete projects.

Standard #5: Punctuality, Preparedness and Organization

- Arrive at work and meetings on time.
- Successfully complete projects in a timely fashion.
- Self-manage time well when working on a large or lengthy project.
- Respond to calls and e-mails within 24 hours and follow through in a reasonable time frame.

Standard #6: Respectful Interactions/Communication

- Demonstrate appreciation for diversity in others.
- Tolerant toward others and appreciate the variety of strengths in others.
- Polite and respectful when dealing with others.
- Respond with respect, even when you disagree.

- Aware of and accept/respect the differences among others. Do not disrespect other individuals due to differences.
- Communicate clearly and respectfully.
- Demonstrate proper etiquette and body language when interacting with others. This includes behaviors such as calling people by appropriate names and title, shaking the hand of someone when introduced to them and looking at the person/people to whom is/are speaking.
- Respect the ideas and views of others.
- Demonstrate a positive attitude when working with others.
- Share ideas and listen to the ideas of others.
- Demonstrate respect and adherence to the rules and policies of the district.
- Demonstrate respect for the property of others.

Standard #7: Cooperation and Teamwork

- Accept different roles and share responsibilities when working on group projects.
- Accept and support group decisions.
- Work effectively in a group toward a desired goal.
- Take an active role in group projects.
- Display ability to cooperate with co-workers, parents, community or other groups doing business with the school district.
- Assume team leadership roles when appropriate.

Standard #8: Community Service

- Find ways to help others in the community.
- Participate and/or support district sponsored community events.
- Participate in and/or support community events in which the district is participating. (Relay for Life, Backpack Program, fundraising efforts, etc.)