



Employee Work Ethics Standards

Standard #1: Attendance & Tardiness

All employees are expected to report to work on time to their work area/desk and be ready for work as scheduled on a consistent basis and notify their direct supervisor in advance of any planned absences. Excessive tardiness and absenteeism is unacceptable behavior.

Standard #2: Personal Responsibility and Accountability

All employees are expected to meet these work ethic standards consistently, follow the policies and procedures set forth by the district, behave in a professional manner, respond quickly and respectfully to constructive feedback, cooperate with fellow co-workers, display a sincere service attitude, and demonstrate responsibility and accountability for their own actions.

Standard #3: Career Performance

All employees are expected to perform at or to exceed their current position requirements and/or expectations based on training received and knowledge, skills and abilities acquired. All employees are expected to have self-discipline and to apply their knowledge, skills and abilities in a productive manner at all times.

Standard #4: Work habits and Persistence

All employees are expected to demonstrate strong work habits to include self-disciplining and initiative, a high level of determination, and timely follow-through on all task and assignments until completed.

Standard #5: Punctuality, Preparedness and Organization

All employees are expected to be punctual, prepared, and organized in their daily work.

Standard #6: Respectful Interactions/Communication

All employees are expected to be respectful, polite and considerate of their students, co-workers, parents, community or other guest/visitors to the district. Employees should be respectful of district property. Employees should be mindful of strict confidentiality in handling student and staff information. All employees are expected to listen and communicate clearly, effectively and professionally.

Standard #7: Cooperation and Teamwork

All employees are expected to work cooperatively with others to problem solve, work together to complete projects, handle conflict professionally, accept their role as a leader and/or team member and do what they can to help our students and district excel.

Standard #8: Community Service

All employees are encouraged to become involved in service projects that help people in our district and communities.