

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

DISTRICT POLICY

POLICY SERIES: Employee Rights & Responsibilities

SUBJECT: Employee Responsibilities

BOARD APPROVED: December 2008

BOARD REVIEWED DATE: September 2017

ERR120 Employee Responsibilities

I. PURPOSE

The purpose of this policy is to inform applicants for District employment and employees of the Board's expectations for District personnel.

II. GENERAL STATEMENT OF POLICY

Intermediate District 287 employees hold positions of trust and responsibility and must conduct themselves in accordance with the highest standards of professional ethics and excellence. The Board expects all District employees to fulfill the following responsibilities at all times, whether on or off duty:

- A. To ensure that the education and welfare of students is their highest priority.
- B. To treat fellow employees with respect, courtesy, and as professionals.
- C. To be mindful of their inherent authority and influence over students and to exercise good judgment and professionalism in their interactions.
- D. To strive for professional excellence and to seek and take advantage of opportunities for training and professional growth.
- E. To remain current with and to implement the best practices in their field.
- F. To act with integrity in a manner consistent with the applicable codes of ethics and professional conduct.
- G. To represent the District in a manner which reflects well upon the District, the education and services the District provides, and 287's member districts.
- H. To be aware of applicable state and federal laws and regulations, Board policies, administrative procedures, the Employee Handbook, and collective bargaining agreements and to comply with them at all times.
- I. To be vigilant concerning issues and instances of discrimination, hazing, bullying, and other types of harassment, to act to prevent or end any such practices when possible, and to report them to the proper authorities.