Flint Community Schools District
Employee Conduct and District Work Rules

Objective: The Flint Community Schools District (“FCS”) adopts this Employee Conduct and Work Rules Policy to encourage a positive and professional atmosphere that promotes the District’s mission, ensures orderly operations, and provides a productive work environment. FCS expects employees and others who are engaged to provide services, (i.e., temporary personnel, consultants and independent contractors) to follow these rules of conduct while on company premises, attending company functions or otherwise performing work-related activity. In addition to maintaining and enforcing this policy to protect the interests and safety of all employees and the organization, FCS complies with all applicable federal, state and local laws and regulations concerning employer/employee rights and obligations.

Policy Statement: To preserve the District’s ability to meet student and employees’ needs amid changing conditions (e.g., employment and labor laws, regulations, individual and collective rights), the district may modify, augment, eradicate, or rescind any and/or all policies, and statements referenced herein. Such change will be effective immediately as approved in writing by the Board of Education, Superintendent or Designee, unless otherwise stated. Employees affected by the additions, change or discontinuance of this policy are required to comply with any alteration on the effective date.

Procedures: FCS is responsible for providing a safe and secure workplace and strives to ensure that all individuals associated with the school district are treated in a respectful, ethical, consistent, fair and equitable manner. The following work rules are published for your information and guidance regarding expectations of employee conduct. Management must address violation(s) of these rules. Ignoring a behavior is not a recommended solution to remedying problematic conduct. Employees who violate any district policy or work rule or engage in any other inappropriate conduct as determined by the school district are subject to immediate disciplinary action, up to and including termination of employment, and criminal prosecution where warranted.

This list is not all inclusive. Employees may be disciplined or discharged for other inappropriate conduct as determined by the District.

1. Employees are expected to report on time for duty every scheduled work day. Excessive absenteeism or tardiness will not be tolerated.
2. Employees must observe and adhere to work hour schedules (start time, lunch hour, end time).
3. Employees must comply with procedures established by the school district for reporting absences. Failure to comply may result in payroll deduction. Exceptions to this rule based on extenuating circumstances may be considered on an individual basis.
4. Employees may not leave the work location during working hours without the permission of the administrator in charge. Departure from the work location during assigned prep periods without the permission of administrator in charge is also prohibited.
5. Employees are prohibited from having unauthorized persons in school district owned or leased buildings or vehicles without the permission of an administrator.
6. Employees may not solicit or collect contributions for any purpose on school district owned or leased property without written management permission.
   a. Employees may not sell or offer for sale any article or service without written management permission.
7. Employees are prohibited from verbally abusing, intimidating, harassing or interfering with any employee’s performance of assigned duties.
8. Fighting or threatening violence in the workplace is strictly prohibited. This includes using intimidating tactics, excessively abusive, hostile or obscene language, threatening an employee and/or committing or threatening acts of workplace violence.
9. Harassment, Sexual Harassment and/or Discrimination is strictly prohibited. This includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct.
10. Employees must not perform unauthorized personal work or activities during assigned working hours (excluding lunch periods).
11. Employees must not commit an act or fail to perform an act which might endanger the safety or well-being of others. This includes corporal punishment towards students.
12. Employees must diligently perform their assigned job duties and responsibilities.
13. Employees may not refuse to perform assigned work (excluding situations where imminent danger exists, the act is illegal or unethical, or the request is discriminatory). Insubordination, including refusal to obey or follow the instructions or direction of an administrator, or supervisor is prohibited.

14. Employees may not falsify (intentionally providing or submitting false information) school records, reports, payroll documents (including one’s own time records or the time records of another employee), worksite or school district records or information.

15. Employees are prohibited from making any unauthorized release, or improper use of district records or other information, including publicly disclosing private information of other individuals. This includes employee access to personnel records. An employee will be given access to his or her personnel record(s) according to law and the guidelines developed by the Superintendent.

16. Employees may not abuse, destroy, damage or deface school district property or equipment, or the property of others on school district owned or leased premises.

17. The District is subject to the Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendment of 1989. The District’s Drug-Free Workplace Policy prohibits the unlawful manufacture, distribution, dispensation, possession or use of controlled substances, illicit drugs, and alcohol on school district property or any school sponsored activity or event.
   a. Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment is strictly prohibited.
   b. Employees are prohibited from working under the influence of alcohol or illegal drugs, bringing alcoholic beverages or illegal substances on school district owned or leased property, or consuming alcoholic beverages or using illegal substances on district owned or leased property, or reporting for duty under the influence of alcoholic beverages or illegal substances.
   c. Any employee found to be under the influence from abuse of prescription drugs or over-the-counter medication may be subject to the same disciplinary action as those found to be under the influence from alcohol or illegal substances.

18. Employees are prohibited from smoking or carrying lighted tobacco products on school district owned or leased property.

19. Employees are prohibited from possession of dangerous or unauthorized materials, such as explosives, carrying firearms or other weapons on school district owned or leased property unless required to do so as part of assigned job duties.

20. Employees must not steal or convert district property or that of other employees or students for employee’s personal use.

21. Employees are prohibited from fraternizing with students. This includes but is not limited to touching, excessive or personal conversation in person, by phone or social media, or any other non-job-related personal contact with students.

22. Employees are prohibited from unauthorized use of district technology and equipment and must comply with District’s Computer Network Policy.

23. Employees are expected to exercise professionalism and good judgment in social media activities, in accordance with Board policies, ensuring compliance with the Children’s Internet Protection Act (“CIPA”), and as outlined in the Acceptable Use and Internet Safety Policy and Sexting Policy. Furthermore, any social media activities must comply with all applicable laws including, but not limited to, anti-discrimination, anti-harassment, copyright, trademark, defamation, privacy, securities, and any other applicable laws and regulations.
   a. Violation of this policy or any Board policies or district procedures as a result of social media activities, may result in corrective action, up to and including termination.

24. Employees must notify the Department of Human Resources in writing immediately of any changes in personal data; including current residential address and phone number.

25. Employees must adhere to the District’s Dress Code Policy, wearing appropriate and professional attire at all times, including required safety equipment, and district supplied uniforms (if applicable). Attire that is inappropriate for students shall also be considered inappropriate for teachers and other staff. Management reserves the right to determine whether attire is professional and appropriate for the school and/or worksite, observing applicable federal and state laws.

If any provision of these policies conflict with an express provision(s) of an applicable collective bargaining agreement, the latter shall supersede this policy to the extent necessary to comply with contractual obligations.