



Where the *future* grows.

EDUCATIONAL SUPPORT PERSONNEL CONDUCT/RESPONSIBILITY BULLETIN

The purpose of this document is to give Educational Support Personnel in District #228 a general framework of their responsibilities and a clear expectation for conduct and performance that parallels our high expectations for student performance and achievement. We look forward to a wonderful school year and appreciate your continued commitment to excellence.

ATTENDANCE

Absence

Each employee plays a vital role in the operation of the school system. Any absence will diminish a necessary service. While the maintenance of good physical and mental health is of the utmost importance, each employee should strive to be in attendance every day.

Any absence from work must be for valid reasons, i.e., personal health or family emergencies. Personal convenience or advantage are not ethically acceptable reasons for absence, unless you have an approved personal leave.

Excessive absence is unacceptable and may lead to disciplinary consequences.

Injury Report

It is the responsibility of each employee to report as soon as practical, all injuries which occur during working hours. All such injuries must be reported to the school nurse, to the employee's supervisor and the Business Office. Employees who are injured while on the job will be subject to the Illinois Worker's Compensation Act. Failure to report an injury at the workplace may be considered a violation of work rules.

Notification of Absence

The District has procedures for reporting absences. An employee who must be absent is responsible to provide proper notification. Failure to provide a timely report of absence can cause unnecessary disruption in the operation of the school or department and may lead to disciplinary consequences.

Certification of Absence

An absent employee must complete the proper absence notification in ERMA or alternate method where acceptable. An employee's earnings for days absent cannot legally be paid if the appropriate certification of absence has not been filed.

Falsification of a signed statement or physician's certificate is grounds for suspension and/or termination of employment.

Tardiness

Each position has an established work schedule to which employees must adhere. An employee cannot alter his/her established work schedule without prior administrative/supervisory approval.

Excessive tardiness is unacceptable and may lead to disciplinary consequences.

WORK SITE

An employee is expected to report on time, as determined by his/her supervisor, and stay at his/her job site during work hours except during lunchtime, unless job responsibilities require travel. In case of emergency, the employee should follow established procedure before leaving the work site.

An employee should not permit unauthorized persons into his/her assignment area without first seeking administrative approval.

PERSONAL CONDUCT

An employee is expected to be knowledgeable of Board Policies and Procedures and State and Federal laws and rules related to the successful function of his or her job. In all cases, employees are expected to implement and carry out the mission and objectives of District policies and procedures, their job description, and their current Educational Support Personnel Handbook. Furthermore, an employee is expected to be considerate of all fellow employees, as well as students, parents, and the citizens who use school facilities.

Any conduct which discredits the education profession or the reputation of the Geneseo Community Unit School District #228 Board of Education may be considered conduct unbecoming an employee. Behavior that directly or indirectly negatively impacts teaching and learning is unacceptable. Examples of such conduct may include:

- a. Use of vulgar, profane, or other disrespectful, discriminatory or racist language;
- b. Giving cruel and/or humiliating verbal abuse to others, particularly in the presence of their peers;
- c. Shaking, striking, pushing or propelling others into walls, furniture, or the ground;
- d. Failing to maintain confidentiality in discussing District, school, or student matters;
- e. Inappropriately seizing and/or using student property;
- f. Inappropriately handling or using District property, especially care of technological equipment;
- g. Inappropriate use of cell phones during work time;
- h. Inappropriate or unauthorized use of District facilities;
- i. Inappropriate, offensive or disruptive dress;
- j. Failure to communicate in a timely and professional manner with direct supervisor any issues or concerns;
- k. Dishonesty;
- l. Failing to be prepared for work;
- m. Engaging in criminal activities;
- n. Falsifying timesheets or any other work-related documents including applications;
- o. Failing to report unsafe or hazardous conditions;
- p. Failing to report any suspected incidences of abuse;
- q. Failing to complete assigned tasks on time.

Administration will consider aggravating and mitigating circumstances when considering the consequences for misconduct. Consequences may range from oral warnings up to termination, depending upon the severity and frequency of infractions.

While it is impossible to predict the many situations that may arise or to describe all aspects of acceptable or unacceptable conduct, an employee is expected to know and apply Board Policy and

Procedures related to his or her job. Beyond that, an employee is to use common sense, courtesy, consideration, and reasonableness in relationships with other persons.

INSUBORDINATION

The immediate administrator/supervisor is expected to provide clear direction so reasonable work may be accomplished in accordance with the concept of need and/or priority.

An employee is expected to follow instructions whether or not the employee is in agreement with the instruction, unless the employee is placed in an unsafe or unlawful condition.

WORKPLACE HARASSMENT PROHIBITED (Board Policy 5:20)

The School District expects the workplace environment to be productive, respectful, and free of unlawful harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including but not limited to sexual harassment, is prohibited by Board policy 7:20, *Harassment of Students Prohibited*.

SEXUAL HARASSMENT PROHIBITED

The School District shall provide a workplace environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes verbal and/or physical conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Employees should report claims of harassment to his or her immediate supervisor or the Nondiscrimination Coordinator and/or refer to Board Policy, 2:260 *Uniform Grievance Procedure*.

The current Nondiscrimination Coordinator is:

Mr. Tim Gronski
648 N. Chicago Street
Geneseo, IL 61254
309-945-0450

POSSESSION OR USE OF ALCOHOL, TOBACCO, CONTROLLED SUBSTANCES, OR WEAPONS ON DISTRICT PREMISES

Board policy prohibits the unlawful manufacture, distribution, dispensing, sale, possession or use of alcohol, tobacco, and/or controlled substances or weapons on District premises or while performing any function as an employee of the District. Employees are expected to report for and continue throughout the workday, including lunch period, free from alcohol, tobacco, and/or controlled substances.

Any employee who must use medication that may affect the sense of balance or speech should notify his or her immediate supervisor before starting work.

Smoking, **including use of smokeless tobacco**, is not allowed on school premises at anytime, or in any district vehicle.

No employee may possess, use, or exhibit weapons on District-owned property.

AUTHORIZED USE OF DISTRICT-OWNED MATERIAL

District-owned property, equipment, and supplies are intended for school use.

If, however, equipment is used other than at a Geneseo Community Unit School District #228 site, **prior approval must be obtained** by completing the proper Request Form, 5:65-AP, and submitting it to the superintendent or designee.

An employee may not appropriate the following for personal use property, equipment, or supplies owned by or under the control of the Geneseo Community Unit School District #228. The following items are not available for personal use, unless the employee obtains specific and written approval from the superintendent or designee: District vehicles, trailers, technology equipment (such as digital cameras, printers, projectors, etc.), dishwashers, ovens, washing machines, dryers, and school trash dumpsters. (Board Policy 5:65)

Board Policy 6:235 Access to Electronic Networks should be taken seriously. Employees should never give their passwords to students or family members.

Failure to adhere to any part of this bulletin could result in disciplinary action.

Superintendent and CSBO Review