

# SOUTHERN LEHIGH SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYEE CONDUCT

ADOPTED: February 9, 2004

REVISED: February 13, 2017

517. EMPLOYEE CONDUCT	
1. Purpose	It is the policy of the District that certain rules and regulations regarding non-certificated employee behavior be communicated and enforced for the efficient operation of the District, and to maintain high standards of conduct, ethics, safety and behavior of the District's employees.
2. Authority	The School Board directs that the Employee Conduct Policy be communicated and enforced by the District Superintendent or his/her designee.
3. Policy	The policy of the District in enforcement of these rules and regulations shall be progressive and corrective in nature whenever possible. Conduct that is unsatisfactory in nature shall not be tolerated and will be subject to disciplinary action.
4. General Guidelines	<p>Employee Conduct Rules</p> <p>Employees engaging in the following types of actions or behaviors, which are considered serious in nature, may be subject to progressive discipline:</p> <ul style="list-style-type: none"> <li>(a) Lateness or absenteeism;</li> <li>(b) Failure to perform work as directed;</li> <li>(c) Violations of safety rules;</li> <li>(d) Disorderly, or disruptive conduct;</li> <li>(e) Unauthorized day(s) of absence;</li> <li>(f) Unauthorized use of District material, supplies, or materials;</li> <li>(g) Poor quality of work.</li> </ul>
5. Disciplinary Action	It is intended that disciplinary action taken by the Administration be corrective in nature. Therefore, the following progressive steps are presented as a guideline for the correction of unacceptable behavior that is subject to progressive discipline as determined by the District:

<p>6. Extremely Serious Offenses</p> <p>24 P.S. Sec. 111</p>	<ul style="list-style-type: none"> <li>(a) Verbal Reprimand;</li> <li>(b) Written Reprimand;</li> <li>(c) Suspension and Final Warning; and</li> <li>(d) Termination.</li> </ul> <p>Although the previous progression may be considered a guideline, it is recognized and acknowledged that a case may necessitate the omission of one or more steps, depending upon the severity of the violation of the conduct rules.</p> <p>Employees engaging in the following types of actions or behaviors, which are considered extremely serious in nature, may be subject to the immediate and permanent termination of their employment with the District:</p> <ul style="list-style-type: none"> <li>(a) Acts of violence, including but not limited to assault, threatening behavior, possession of firearms or other weapons on District property, or acts committed having the effect of intimidation including abusive, obscene and/or profane language and/or acts;</li> <li>(b) Sleeping on the job, or leaving a workstation or District premises without permission from superior;</li> <li>(c) Theft, arson, vandalism of or destruction of District property or negligence resulting in same;</li> <li>(d) Insubordination or refusal to comply with a superior’s instructions or to follow District rules, regulations or policies;</li> <li>(e) Gambling on District property;</li> <li>(f) The falsification or misrepresentation of information required by any District report or record, including but not limited to time records, medical or accident reports, financial records or absence reports;</li> <li>(g) Possession, use, or working or reporting to work while under the influence of alcoholic beverages, illegal drugs, controlled substances or narcotics;</li> <li>(h) Abandonment of employment, which is defined as three (3) day’s absence without notification to superior;</li> <li>(i) Excessive and/or repeated absenteeism or lateness; and</li> <li>(j) Harassment of fellow employees, or interference with a fellow employee’s work.</li> <li>(k) Failure to report an arrest or conviction to the Human Resources Administrator, as required by Board Policy, within 72 hours of the occurrence.</li> </ul> <p>References:                  School Code – 24 P.S. Sec. 111                  Board Policy 516</p>
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