

EMPLOYEE STANDARDS OF CONDUCT

DATES (Adopted/Revised)	GUIDE WORDS
<p>July, 1978                      August, 1981                      May, 1989                      August, 1990</p>	<p>Alcohol                      Conduct                      Drugs                      Ethics                      Tobacco                      Violation Report</p>

1. Reporting Violations of Standards of Conduct

When a district employee violates the Employee Standards of Conduct, the immediate supervisor will investigate the incident. A report of the investigation is to be completed by the supervisor and forwarded to the Superintendent to be placed in the employee's personnel file. The report will indicate the date, place, a description of the violation, and will list any actions taken.

Note: Supervisors should carefully consider the nature of the violation(s) with their respective director, the director of personnel, or the Superintendent and take action appropriate for the circumstances. Sanctions include reprimand, probation, suspension, or termination for violations of Employee Standards of Conduct. Law enforcement agencies should be notified when the conduct appears to conflict with the law.

2. Treatment Programs

Employees with identified substance abuse problems may be suspended without pay and may be required to show evidence of completing an approved treatment program prior to returning to work. The District Drug Coordinator maintains a list of approved treatment programs available to supervisors and employees upon request. The district is not responsible for the cost of substance abuse treatment programs for employees.

3. Inservice and Training

New employees are to receive a copy of Policy 7121, Employee Standards of Conduct, when they are hired. Supervisors are to review this policy with district employees at least annually. It is the responsibility of all supervisors to assure that employees are aware of harmful effects of drugs and alcohol. Assistance to supervisors for inservice programs is available through the District Drug Coordinator.

EMPLOYEE STANDARDS OF CONDUCT

4. Survey and Evaluation

The District Drug Coordinator will prepare and conduct a survey of the employees at least every two years. The survey will determine the effectiveness of the drug and alcohol awareness programs in the district. Results will be tabulated and will provide information needed for evaluation of current programs and will be used as an indicator for need to change.

(SEE FORM NEXT PAGE)

EMPLOYEE STANDARDS OF CONDUCT

VIOLATION REPORT  
EMPLOYEE STANDARDS OF CONDUCT

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

School or Department: \_\_\_\_\_

Report Date: \_\_\_\_\_ Violation Date(s): \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Description of Incident(s): (Use additional pages if needed)

\_\_\_\_\_  
Action Taken:

\_\_\_\_\_ Reprimand    \_\_\_\_\_ Probation    \_\_\_\_\_ Suspension    \_\_\_\_\_ Termination

\_\_\_\_\_ Y \_\_\_\_\_ N    Law enforcement agency notified?

\_\_\_\_\_ Y \_\_\_\_\_ N    Employee notified of right to hearing?

Description of Action(s): (Use additional pages if needed)

Supervisor's Signature \_\_\_\_\_

Note: Policy 7121 provides that this form is to be forwarded to the Superintendent to be placed in the employee's personnel file.