EXPECTATIONS AND PROHIBITED BEHAVIORS

In order to establish, monitor, and maintain a thorough agreement between the employee and supervisor, and a commitment to the job, the following expectations and prohibited behaviors shall be the basis for a fair and productive work climate. Disregard of any of the expectations below, or engaging in prohibited behavior, may result in disciplinary action and/or termination.

EXPECTATIONS

1. Report to work on time
2. Contact/notify immediate supervisor prior to any absence(s)
3. Observe and comply with health and safety rules
4. Notify direct supervisor immediately if injured on the job
5. Respect the property of NEISD, employees and students
6. Use professional communication at all times
7. Respect the rights of others
8. Address all concerns to the immediate supervisor
9. Limit personal phone calls
10. Perform each work assignment to meet or exceed expectations
11. Produce quality work
12. Inform supervisor of all lost and found items
13. Communicate through the chain of command starting with immediate supervisor
14. Adhere to the Employee Standards of Conduct as written in DH (Local) and DH (Exhibit)
15. Be subject to assignment and/or reassignment to any NEISD location
16. Be responsible for clocking in and out on own timecard
17. Have all overtime approved by immediate supervisor in advance to working
18. Be accountable for all borrowed NEISD property (See District Regulation CMB [R]).
19. Secure permission from the immediate supervisor and complete the Custody Receipt form prior to borrowing NEISD equipment (form is located on the District’s intranet under forms.)
20. Assume liability for any damage or the cost of replacement of assigned equipment
21. Report the loss of NEISD property in accordance with CLD (R)
22. On occasion be required to perform additional duties/responsibilities that may be assigned
23. Cover tattoos at all times

PROHIBITED BEHAVIORS

1. Excessive or inappropriate physical contact with a student
2. Excessive unauthorized absenteeism
3. Three (3) consecutive unauthorized absences
4. Unauthorized removal of property belonging to NEISD, other employees or students
5. Destruction of NEISD, employee or student property
6. Threatening or attempting to injure another person
7. Use of profane/vulgar language
8. Personal long distance phone calls on NEISD telephones
10. Involvement with students beyond the scope of the job
11. Possess, use, sell or handle weapons while at work on any NEISD properties or while attending any NEISD activity
12. Possess, use, sell or handle illegal drugs while at work or coming to work under the influence of illegal drugs
13. Possess, use or consume alcoholic beverages at work or coming to work under the influence of alcoholic beverages
14. Misuse of timecard due to another person clocking in/out for an employee
15. Use of tobacco products in NEISD building/property
16. Display of tattoos/body art that promotes violence or gang activity
17. Use of facial tattoos (other than eye/lip liner/eyebrows)

All NEISD policies, procedures and administrative regulations are located on the District website. https://www.neisd.net/Page/980

I understand the above information that I have read, or was read to me.