
PROPOSED REVISIONS

Each ESC staff member shall observe the operational policies of the ESC and the school district where he or she is assigned to work. ESC-supervised and/or -operated classes involving students shall observe the student policies of the school district where the classes are conducted.

SAFETY REQUIREMENTS

Each employee shall adhere to ESC safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

The ESC shall not tolerate intimidating behavior or acts or threats of violence by or against ESC employees, customers, or visitors. Employees shall warn supervisors and security/human resource services of any incident of violence observed or any suspicious workplace activity.

Texting while driving shall not be permitted when performing ESC-related duties.

TOBACCO USE

Except for designated smoking areas, an employee shall not use tobacco products on ESC property.

ALCOHOL AND DRUGS

A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

An employee shall not manufacture, distribute, dispense, use, or be under the influence of any of the following substances during working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drug.

An employee need not be legally intoxicated to be considered "under the influence" of any of the above-listed substances.

EXCEPTIONS

An employee who manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities, or who uses a drug authorized by a licensed physician prescribed

EMPLOYEE STANDARDS OF CONDUCT

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	for the employee's personal use shall not be considered to have violated this policy.
NOTICE	Each employee shall be given a copy of the ESC's notice regarding the drug-free workplace. [See DI(EXHIBIT)]
ARRESTS AND CONVICTIONS	An employee who is arrested for any felony or any offense involving moral turpitude must report the arrest to the immediate supervisor within three calendar days of the arrest. An employee who is convicted of or receives deferred adjudication for such an offense must also report that event to the immediate supervisor within three calendar days of the event.
MORAL TURPITUDE	Moral turpitude includes but is not limited to: <ol style="list-style-type: none">1. Dishonesty, fraud, deceit, theft, misrepresentation;2. Deliberate violence;3. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;4. Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;5. Felony driving while intoxicated (DWI); or6. Acts constituting abuse or neglect under the Texas Family Code.
DRESS AND GROOMING	An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment and in accordance with any additional standards established by his or her supervisor.
POLITICAL ADVERTISING	An employee shall not use ESC e-mail for political advertising.
AUDIO RECORDINGS	Except for recording grievance conferences or hearings [see DGBA], an employee must notify others and obtain the consent of every <u>ESC employee and/or Board member</u> person <u>attendee</u> present before recording conversations or meetings.
VIOLATIONS	Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as an ESC employee. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DC]
