

SCHOOL DISTRICT OF SHOREWOOD

522

EMPLOYEE CONDUCT

The District expects its employees to do quality work, maintain confidentiality, work efficiently, and exhibit a professional, courteous and respectful attitude toward other employees, parents, students and community members.

The District also expects employees to:

1. Comply with all applicable work rules, job descriptions, terms of the *Employee Handbook* and legal obligations; and
2. Comply with the standards of conduct set out in Board policies and guidelines, the *Employee Handbook*, and with any other policies and guidelines that impose duties, requirements or standards attendant to their status as District employees.

Violation of any policies or guidelines may result in disciplinary action, up to and including discharge. Disciplinary actions shall be carried out in accordance with established District procedures.

Some infractions have implications beyond the employment relationship between the District and an individual employee, and the District may inform local, state, and federal officials of such conduct. Included among the behaviors covered by this policy are violations of applicable law, "immoral conduct" that could result in revocation of an individual's licensure through the Wisconsin Department of Public Instruction, and any other actions that the District deems pertinent.

LEGAL REF.: Section 115.31 Wisconsin Statutes
 111.321
 111.335

CROSS REF.: Employee Handbook

APPROVED: