

## **PERSONNEL**

### **Responsibilities, Ethics, and Conflict of Interest**

Staff members have a responsibility to familiarize themselves with, and abide by, federal and state laws, as well as regulations designed to implement these laws, as these affect their work. Staff members must know, understand, and follow District policies and rules. Ignorance of the provisions of District policies and rules will not be acceptable as a defense in the event of an infraction by a staff member. The District expects all staff members to carry out their assigned responsibilities with conscientious concern and professional behavior. Essential to the success of ongoing school operations are the following specific responsibilities, which the District requires of all personnel:

1. Professional behavior including, but not limited to, adherence to:
  - a. community standards of honesty, integrity, and morality;
  - b. the District's organizational culture that: (1) treats people, including parents, citizens and staff, with respect, dignity and courtesy, (2) values individual differences of opinion, (3) reasonably includes people in decisions that affect them, (4) requires appropriate open and honest communications in written and interpersonal interactions, (5) focuses on common achievement of the Board's governance policies on "Results," and (6) requires an open, responsive, and welcoming environment;
2. Support of, enforcement of, and adherence to federal laws and regulations, state laws and regulations, and District policies, rules, and procedures;
3. Faithfulness and promptness in attendance at work;
4. Care and protection of school property;
5. Attendance at school functions in accordance with the expectations of the District;
6. Concern and attention toward their own and the Board's legal responsibility for the safety and welfare of students, including the need to ensure that students are supervised at all times;
7. Annually viewing the District's required Safe Schools Training Courses, including a review of the Personnel Handbook;
8. Inspecting, verifying, and assuming responsibility for, the content of documents signed by the employee – documents including, but not limited to, information concerning: taxes, direct deposits, insurance, savings plans, flexible spending accounts, and retirement;
9. Adherence to the District's guidelines set forth in the District's program to prevent workplace injuries caused by, but not limited to, slips, trips, and falls (information is available in the "Workplace Safety Guidelines" manual provided by Health and Safety Services and located in the front office of each work location or online under the "Workplace Safety" quick link on the District's "For Staff" web page); staff members who fail to abide by the guidelines may be subject to disciplinary action.

In addition, the District:

1. Prohibits the use of corporal punishment (see "Corporal Punishment");
2. Prohibits sexual harassment of students or staff members (This includes any action of conduct communicated or performed in person, in writing, or electronically through such means as a telephone, cell phone, computer, personal data assistant, or other telecommunication device, including text messaging, instant messaging and social networking.);
3. Prohibits the illegal transfer of alcohol or illegal substances to students or staff;
4. Prohibits the use, possession, or being under the influence of alcohol or illegal substances while on the job; and
5. Prohibits employees, volunteers, and visitors from carrying or possessing on school property, in a school-related vehicle, or at District-related or school-related functions any weapon including, but not limited to, a pocket or sheath knife (with a blade over two inches long), blackjack, metal pipe or pole, firearm, or any other type of weapon, device, or object, which may be used to inflict bodily injury or death. A firearm is generally defined as a gun or destructive device and will be construed in accordance with Federal and State law (starter pistols which may chamber a live round capable of injuring a person are included in the definition of a firearm). No vehicles parked on District or school property may contain weapons of any type unless the person is specifically authorized to carry a concealed weapon and such remains inside an attended or locked vehicle and is properly

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secured pursuant to the applicable state and/or federal law. Violators will incur appropriate sanctions and may face penalties under the law.

Classroom instruction and student activities, including instructional materials and displays, must be designed and implemented consistent with District goals, curriculum, and policies. Therefore, in the course of their employment, staff members must not participate in uncontrolled expression inconsistent with District goals, curriculum, and policies.

Certain "inappropriate conduct of a sexual nature" that District employees direct towards students may also be criminal conduct as defined by State law, including S.C. Code Section 16-3-755. However, the District will take appropriate action against any employee who engages in inappropriate conduct of a sexual nature, as defined in District policies, regardless of whether the conduct rises to the level of a crime.

In their association with students, employees are to exhibit an appropriate and professional demeanor through their manner, dress, courteousness, industry, and attitude in order to establish themselves as role models for young people. The District expects the staff to be exemplary models, as well as providing exemplary instruction and modeling the prevailing mores of the community. The use of profanity is in direct conflict with this concept and will not be condoned. Staff members are not to engage in any activity that conflicts or raises a reasonable question of conflict with their responsibilities in the District.

1. No employee of the District will engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the District.
2. An employee will not engage in work of any type where information concerning a customer, client, or employer originates from any information available to him/her through District sources.
3. A professional employee will not sell instructional supplies, equipment, or reference books in the District nor will the employee furnish the names of students or parents to anyone selling these materials.
4. Any intellectual property prepared by an employee within the scope of his/her employment is the sole property of the District. An employee violating this policy will be subject to disciplinary action, up to and including a recommendation for termination of his/her employment relationship with the District.

The personal life of an employee, including the employee's personal use of non-District issued electronic equipment outside of working hours (such as through social networking sites and personal portrayal on the Internet), will be the concern of and warrant the attention of the District if it impairs the employee's ability to effectively perform his/her job responsibilities or if it violates local, State, or federal law or contractual agreements. Unprofessional conduct may subject the employee to disciplinary actions consistent with State law, federal law, and/or District policy.

Staff members are expected to adhere to reasonable time schedules as established by the District or their supervisors.

*Legal reference.*

*State.*

*S.C. Code § 59-23-420 and 59-23-430 – Concealed weapons, school property exception.*

*Revised: 7-1-04; 12-16-04; 7-26-05; 7-31--05; 7-1-06; 9-7-07; 7-1-09; 7-1-10; 8-8-12; 7-1-14; 7-23-19.*