

Employee Work Rules

The Southfield Public Schools Board of Education has adopted these work rules in an effort to promote an efficient work place and an environment that is conducive to learning. These work rules will minimize the likelihood of any employee, through misunderstanding or otherwise, become subject to any disciplinary action. In the event an employee violates these rules, he or she will be subject to immediate discipline including warning, reprimand, suspension, discharge, and criminal prosecution where warranted.

Prohibited Conduct

I. Work Performance

- Intentionally giving any false or misleading information to obtain employment or a leave of absence.
- Negligence in performance of assigned duties, or interfering with another employee's performance of duties.
- Insubordination, including disobedience, or failure or refusal to carry out assignments or instructions.
- Falsifying records or giving false information to employees and agencies responsible for recordkeeping.
- Failure to provide accurate and complete information whenever such information is required by an authorized person.
- Unauthorized disclosure of confidential information or records.
- Loafing, loitering, sleeping or engaging in unauthorized personal business.
- Failure to comply with health, safety, and sanitation requirements, rules and regulations.

Attendance and Punctuality

- Failure to be at the work place, ready to work, at the regular starting time.
- Leaving the work place before the scheduled quitting time without the specific approval of the supervisor.
- Unexcused or excessive tardiness or absenteeism.
- Failure to observe the time limits and scheduling of lunch, rest, or personal needs periods.
- Failure to notify the supervisor promptly of unanticipated tardiness or absence.

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III. Use of Property

- Unauthorized or improper use of district property, tools, or equipment, including vehicles, telephones, computers, or mail service.
- Unauthorized possession or removal of district or another person's private property.
- Willfully damaging, destroying, or stealing property belonging to the district or fellow employees.
- Unauthorized posting or removing of notices or signs from bulletin boards.
- Unauthorized use, lending, borrowing, or duplicating of district keys.
- Unauthorized entry to district property, including unauthorized entry outside of assigned hours of work or entry to restricted areas.

IV. Personal Actions and Appearance

- Threatening, attempting or doing bodily harm, fighting, or engaging in horseplay with another person.
- Intimidating, bullying, harassing, interfering with, or using abusive language towards others.
- Unauthorized possession of firearms or other weapons.
- Making false or malicious statements concerning other employees, supervisors, students, or the district.
- Use or possession of alcoholic beverages or narcotics during working hours, or smoking on district premises.
- Reporting to work under the influence of alcoholic beverages or illegal drugs.
- Unauthorized solicitation for any purpose.
- Inappropriate dress or lack of personal hygiene which adversely affects proper performance of duties or constitutes a health or safety hazard.
- Unauthorized or improper use or possession of uniforms, identification cards, badges, or permits.
- Failure to exercise good judgment, or being discourteous, in dealing with parents, students, the general public or fellow employees.
- Fraternalizing with students, including but not limited to touching, excessive conversation, or other non-job-related personal contact with students.