

employee professional responsibilities



2019-2020



EMPLOYEE RELATIONS
303-982-6544

HUMAN RESOURCES
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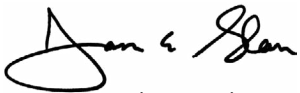
SUPERINTENDENT STATEMENT ON EMPLOYEE PROFESSIONAL RESPONSIBILITIES

Residents of Jefferson County believe the fundamental objective of Jeffco Public Schools is to provide students with a high quality education while also fostering in them a compass of ethical behavior and social responsibility.

Jeffco Public Schools acknowledges and accepts a responsibility to our students and community it serves to conduct business and the education of our children within a consistent ethical framework as defined by its mission, values, strategic plan and related policies and procedures.

As an employee of Jeffco Public Schools, you are expected to live by professional standards and encouraged to always take the ethical path. We value ethical conduct – doing what is right - by all of our employees. How we conduct ourselves with students, other staff members and the community is determined by the ethical standards we hold as an organization. When we treat others with respect and dignity, we are successful.

Thank you for making Jeffco Public Schools an exceptional place to work and serve the students and families of Jefferson County.



Jason E. Glass, Ed.D

Superintendent and Chief Learner



INTRODUCTION

Please review the policies described in this document. You will be asked to affirm that you have read, understand and agree to abide by these and all district policies and regulations. Your affirmation will be maintained in your district file.

We promote and foster a well-organized, respectful, and collaborative environment. To help accomplish this, we expect all employees to follow our Professional Responsibilities as codified throughout our district policies. The following outlines some of those responsibilities regarding behavior towards students, colleagues, supervisors, district staff, and community members.

This document is not intended to be all-encompassing or inclusive of all of our district policies. Therefore, you are also required to familiarize yourself with all district policies and regulations, which can be found at [Board of Education/Agendas, Policies & Documents/Board Docs](#). Failure to follow all district policies and regulations may result in disciplinary action up to and including termination.

The district reserves the right to withdraw or change policies and regulations described herein at any time without prior notice. However, the district will make every effort to notify employees when an official change in policy or regulation has been completed.

This document is not nor is it intended to be a contract of employment, nor is it intended to create contractual obligations of any kind upon the district.

MISSION

Our mission is to provide a quality education that prepares all children for a successful future. Whether you are a teacher, a custodian, a bus driver, or a principal, you have an important role in helping us fulfill this mission. Our goals for student success are high, and it will take all of us working together to accomplish them.

VALUES

Providing a quality education for student success requires a commitment to the following values:

- Integrity
- Valuing People
- Teamwork
- Exemplary Performance
- Entrepreneurial Spirit

PROFESSIONAL RESPONSIBILITIES

UNLAWFUL DISCRIMINATION/INTIMIDATION/HARASSMENT – POLICY AC, GBA & GBAA

The district is committed to providing both a working and learning environment that is free from discrimination, intimidation and harassment and therefore does not tolerate intimidation or harassment by employees, supervisors or non-employees. Failure to comply with these policies may result in employee corrective action up to and including termination, student discipline up to and including expulsion or community member being trespassed from district property. Any individual who believes they have experienced or witnessed discrimination, intimidation, harassment or any other policy violation should report this information immediately to their immediate supervisor, Community Superintendent or the Legal Services and Employee Relations Department at extension 2.6544. If an immediate supervisor is involved in the objectionable activity, the report should be made to the next level supervisor or to the Community Superintendent or the Legal Services and Employee Relations Department. Allegations of sex- based discrimination or sexual harassment should be reported directly to the District Title IX Coordinator at extension 2.6544. Complaints will be promptly investigated in compliance with district policy AC and JBB.

Management and supervisory personnel, at all levels, are responsible for taking reasonable and necessary action to prevent harassment.

No person shall be excluded from participation in, be denied the benefits of, or be subject to unlawful discrimination, intimidation, or harassment under any district program or activity on the basis of ethnicity or race, color, religion, national origin, ancestry, sex, sexual orientation, gender identity, genetic information, age, veteran status, or disability. Sexual orientation is defined in district policy GBAA as a person's orientation toward heterosexuality, homosexuality, bisexuality, or transgender status or perception of the individual's sexual orientation.

Discrimination is defined as treating a person of a particular group differently based on their protected status. Under this policy, discriminatory harassment includes verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of the person's protected status and has the purpose or effect of unreasonably interfering with an individual's work or education performance or creating an intimidating, hostile or offensive work or education environment.

Intimidating or harassing conduct may include epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment, by e-mail, phone (including voice messages), text messages, social networking sites, or other means. Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum.

Sexual harassment includes sex-based quid pro quos, unwelcomed conduct on the basis of sex, and sexual assault.

PREVENTION OF BULLYING – [POLICY JBC](#)

Bullying is prohibited on all district property, at district or school-sanctioned activities or events, when students are being transported in vehicles dispatched by the district or one of its schools, and off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

“Bullying” means any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student. Bullying is prohibited against any student for any reason, including, but not limited to, any such behavior that is directed toward a student on the basis of their academic performance, or against whom federal and state laws prohibit discrimination.

All administrators, teachers, classified staff, and students share the responsibility to ensure that bullying does not occur at any district school, on any district property, at any district or school-sanctioned activities or events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

DRUG FREE WORK PLACE – [POLICY GBEC](#)

The unlawful manufacture, distribution, dispensing, possession, or use of alcohol, illicit and illegal drugs as deemed by federal and/or state law, are prohibited on the premises or as part of any school activity of Jeffco Public Schools.

VIOLENCE IN THE WORKPLACE – [POLICY GBEE](#)

Acts such as intimidation, threatening, or hostile physical or verbal behaviors, stalking, physical or verbal abuse, assault, vandalism, arson, sabotage, possession or use of weapons at Jeffco Public Schools facilities, jokes or offensive comments regarding violence, or any other violent acts, which, in management’s opinion, are inappropriate in the workplace, are prohibited on the premises or as part of any school activity of Jeffco Public Schools.

STAFF USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS – [POLICY GBEE](#)

The district supports the use of the internet and electronic communications by staff to improve teaching and learning through interpersonal communication, access to information, research, training, and collaboration, and dissemination of successful educational practices, methods, and materials. District computers and computer systems are owned by the district and are intended for educational purposes and district business at all times. The district reserves the right to monitor, inspect, copy, review, and store (at any time and without prior notice) all usage of district computers and computer systems, including all internet and electronic communications access and transmission/receipt of materials and information. Staff members shall use district computers and computer systems in a responsible, efficient, ethical, and legal manner.

REPORTING CHILD ABUSE – [POLICY JLF](#)

Any school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, as defined by statute, shall immediately report or cause a report to be made to the Jefferson County Department of Human Services or local law enforcement agency. In those cases where the child abuse is observed to be in progress, notification shall be made immediately to the law enforcement agency of that jurisdiction.

CONFLICT OF INTEREST – [POLICY GBEA](#)

A conflict of interest is defined as any activity or venture engaged in which is incompatible with the employee's assigned responsibilities with Jeffco Public Schools.

Employees will not:

- Use their position with the district for private or individual gain or private advantage;
- Accept any money, favors, or gifts since these may appear to impair professional judgment;
- Promote or sell anything to students if there is any financial or indirect benefit involved;
- Accept gratuities for services performed while acting as an agent of Jeffco Public Schools; or
- Evaluate an employee directly related to that staff member.

When questions about specific activities arise, these should be discussed with the immediate supervisor, principal/area administrator, executive director, chief operating officer, or superintendent.

PROHIBITED ACTIVITIES: Each staff member shall observe rules of conduct established in law and in district policy which specify that a school employee, among other things, shall not:

- Disclose or use confidential information to further an employee's personal financial interests; or
- Accept a gift which could improperly influence the employee to take action in which the employee exercised discretionary authority.

VENDOR RELATIONS – [POLICY DJG](#)

NO FAVORITISM: No favoritism shall be extended to any vendor.

SALES CALLS: To protect the staff and programs against undue invasion of the school or work day, sales representatives shall not be permitted in the schools or other departments for the purpose of making sales calls unless authorized to do so by the Director of Purchasing or designee.

EMPLOYEE BUSINESSES: No employee except those specifically designated in writing shall be an agent of the district. No employee or firm owned in whole or in part by an employee shall be allowed to sell goods of any kind to the district, nor services of any kind other than those for which the employee is employed.

PUBLIC GIFTS/DONATIONS – [POLICY KCD](#)

A gift shall be defined as money, real or personal property and personal services provided without consideration. Gifts from organizations, community groups and/or individuals which will benefit the district shall be encouraged by district administration. The district reserves the right to accept or decline any proposed gifts. In determining whether a gift will be accepted, consideration shall be given to district policies, school district goals and objectives (with particular emphasis on the goal of providing equal educational opportunities to all students) and adherence to basic principles outlined in the regulation that accompanies this policy.

STAFF CONDUCT – [POLICY GBEB](#)

All staff members have a responsibility to make themselves familiar with and abide by state and federal laws as these affect their work and the policies and regulations of the district. All staff members shall be expected to carry out their assigned responsibilities with conscientious concern.

Essential to the success of ongoing district operations and the instructional/department program are the following specific responsibilities, which shall be required of all personnel:

1. Punctual in attendance at work.
2. Compliance with, support of, and enforcement of all district policies and regulations, including but not limited to, policy AC: Discrimination Statement and General Complaint Process, GBEA: Staff Conflicts of Interest, GBEC: Drug Free Work Place, GBEE: Staff Use of the Internet and Electronic Communications, GBEF: Violence in the Work Place, JLF: Reporting Child Abuse, JRA/JRC: Student Records/Release of Information on Students and KFA: Public Conduct on School Property.
3. Respect for colleagues, i.e., be friendly and collaborative.
4. Diligence in submitting required items at the times specified.
5. Care and protection of district property, whether material or intangible.
6. Concern and attention toward their own and the district's legal responsibility for the safety and welfare of students, including the need to ensure that students are supervised at all times.
7. Support a healthy learning environment and be an appropriate role model for students.
8. Conduct themselves in a manner which is not disruptive to the educational and/or supportive programs of the district.
9. Avoid any personal, financial or other interests that may hinder their capacity or willingness to do their job.

POSSESSION OF DEADLY WEAPONS: The provisions of the policy regarding public possession of deadly weapons on school property or in school buildings also shall apply to employees of the district. However, the restrictions shall not apply to employees who are required to carry or use deadly weapons in order to perform their necessary duties and functions. See [District Policy JICI. Weapons in School](#).

FRAUD – POLICY DIF

All district employees are expected to act with integrity, due diligence and in accordance with law in their duties involving district resources. All employees should be alert for any indication of fraud, financial impropriety or irregularity within their areas of responsibility. Any district employee who suspects fraud, impropriety or irregularity in relation to district assets or resources shall report, without retaliation, their suspicions immediately to their supervisor, district internal audit staff, Security and Emergency Management or Employee Relations.

Fraud, financial impropriety and financial irregularity include, but are not limited to:

- Forgery, unauthorized alteration of any document or account;
- Misappropriation of funds, securities, supplies or other assets, including theft, embezzlement, purchasing property for personal use and providing false information to obtain material benefit;
- Unauthorized use of district equipment, facilities, supplies or funds for purposes unrelated to district business;
- Falsification or manipulation of employee expense records or employee time records;
- Impropriety in handling money or reporting financial transactions;
- Profiteering because of insider information of district information or activities;
- Disclosure of confidential and/or proprietary information to outside parties;
- Acceptance or seeking of anything of material value, other than items used in the normal course of advertising, from contractors, vendors or persons providing services to the district;
- Destruction, removal or inappropriate use of district records, furniture, fixtures, or equipment; or
- Other dishonest or fraudulent acts involving district monies or resources.

CONFIDENTIALITY OF STUDENT INFORMATION – [POLICY JRA-JRC](#)

Employees are authorized access to such private information as a condition of employment to the extent necessary to perform their duties. As an employee of Jeffco Public Schools, you are required to protect against unauthorized access to such information, ensure the security and privacy of such information, and disclose any anticipated threats or hazards to such information. You shall not release this information to the public or to other individuals, including but not limited to Jeffco Public Schools employees who have not been authorized or do not have a legitimate institutional or business need to know. Any questions regarding release of such information to another person should be directed to your supervisor or their designee. Failure to maintain confidentiality could result in disciplinary action up to and including dismissal from employment with Jeffco Public Schools.

ENVIRONMENTAL AND SAFETY PROGRAM – [POLICY EB](#)

District staff shall guard against accidents by taking every reasonable precaution to protect the safety of all students, employees, visitors, and others present on district property or at school sponsored events.

Recommended safety practices as they pertain to the school plant, special areas of instruction, student transportation, school sports, occupational safety, etc., shall be observed by all personnel.

Building principals and department managers shall be responsible for supervising the safety program and reporting hazards in their area of assignment. The superintendent shall have overall responsibility for the safety program of the district. It shall be the superintendent's or designee's responsibility to see that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety. This will include the conduct and documentation of annual inspections of school facilities to address the removal of hazards and vandalism and any other barriers to safety and supervision.