

DIEGO HILLS CENTRAL PUBLIC CHARTER SCHOOL

POLICY ON BOARD PERSONNEL ACTIONS: CONCEPTS AND ROLES IN PERSONNEL, AND EMPLOYEE STANDARDS OF CONDUCT

I. CONCEPTS AND ROLES IN PERSONNEL

The Board of Directors (“Board”) of Diego Hills Central Public Charter School (“Charter School”) recognizes that the success of the students and programs hinges on effective personnel. The Board desires to establish safe and supportive working conditions that will attract and retain staff members who are highly qualified and dedicated to the education and welfare of students. As such, the following personnel related matters shall be subject to Board review:

1. Compensation of Area Superintendents and Corporate Officers
2. Termination of Area Superintendents and Corporate Officers
3. Accepting resignations of Corporate Officers
4. Hiring of Corporate Officers

As for other personnel matters not specifically mentioned above, the Board delegates to the Area Superintendent the primary responsibility for overseeing the Charter School's personnel system. To support this effort, the Board approves a framework for employee expectations and corrective actions as outlined in the Charter School's Employee Handbook.

The Area Superintendent or designee shall assign and supervise the work of all employees and shall evaluate their work in accordance with effective accountability systems. The delegation of power or duty shall not relieve the Area Superintendent or designee of the responsibility for the action taken by the Principal(s) and Assistant Principal(s) assigned to supervise and evaluate the work of employees.

Corrective actions shall be based on the particular facts and circumstances involved and the severity of the employee's conduct or performance. The Area Superintendent or designee shall ensure that disciplinary actions are taken in a consistent, nondiscriminatory manner and are appropriately documented.

As indicated in the Employee Handbook, the Area Superintendent or designee is not required to follow any specific “steps” or order of corrective action. The following are examples of forms that corrective action may take:

- Coaching
- Verbal warning
- Written warning
- Additional training

The Board believes that it is important that all employees perform, at all times, to the best of their abilities. The Board seeks to resolve conduct and performance problems in the most constructive

manner possible. Any corrective action taken in no way alters or impacts the at-will nature of employment with the Charter School.

II. EMPLOYEE STANDARDS OF CONDUCT

The Board promotes a cooperative and productive work environment. All employees of the Charter School are expected to behave in a professional manner. Certain conduct, on or off work duty, may subject an employee to appropriate corrective action whether such conduct is specifically addressed in the Employee Handbook. The following conduct is prohibited, whether on or off duty unless otherwise specified, and will not be tolerated by the Board. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee or customer welfare, and the Charter School's operations or other incidents may also be prohibited. Following are examples of unacceptable behaviors:

- Falsifying employment records, employment information, or other Charter School records;
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any time sheet, either your own or another employee's;
- Theft and deliberate or careless damage or destruction of any Charter School property, or the property of any employee or customer;
- Removing or borrowing Charter School property without prior authorization;
- Unauthorized use of Charter School equipment, time, materials, or facilities;
- Provoking a fight or fighting during working hours or on Charter School property;
- Participating in horseplay or practical jokes on Charter School time or on Charter School premises;
- Carrying firearms or any other dangerous weapons on Charter School premises at any time;
- Engaging in criminal conduct whether or not related to job performance;
- Causing, creating, or participating in a disruption of any kind during working hours on Charter School property;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor, member of management, or any other Charter School stakeholder, including students and parents;
- Using threatening or abusive language at any time on Charter School premises;
- Failing to notify a supervisor when unable to report to work;
- Unreported absence of three (3) consecutive scheduled workdays;
- Failing to obtain permission to leave work for any reason during normal working hours;
- Failing to observe working schedules, including rest and lunch periods;
- Failing to provide a physician's certificate when required to do so;
- Sleeping or malingering on the job;
- Making or accepting personal telephone calls, including cell phone calls, of more than three minutes in duration during working hours, except in cases of emergency;
- Using Charter School's computer to access the Internet for personal use during working hours, beyond reasonable incidental or brief usage
- Working overtime without authorization or refusing to work assigned overtime;
- Violating any safety, health, security or Charter School policy, rule, or procedure;

- Conduct that has gained sufficient notoriety so as to impair the employee's on-campus relationships;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Immoral or indecent conduct;
- Committing, or involvement in, any act of unlawful harassment, discrimination or retaliation against another individual;
- Inefficiency, including deliberate restriction of output, carelessness or unnecessary wastes of time or material, neglect of job duties or responsibilities;
- Unauthorized soliciting, collecting of contributions, distribution of literature, written or printed matter in violation of Charter School policy;
- Posting any notices on Charter School premises without prior written approval of management, unless posting is on an Charter School bulletin board designated for employee postings;
- Violations of the drug and alcohol policy;
- Gambling on premises;
- Engaging in sabotage or espionage (industrial or otherwise);
- Failure to report a job-related accident to the employee's manager or failure to take or follow prescribed tests procedures or treatment;
- Release of confidential information without authorization;
- Refusal to speak to supervisors or other employees;
- Dishonesty;
- Failure to possess or maintain the credential/certificated required of the position; and
- Any other conduct detrimental to other employees or the Charter School's interests or its efficient operations.