



## Information Regarding Conditions of Employment

I have read the statements below and understand the information contained in these statements. I understand these are summaries only and that as an employee of the Howard County Public School System, it is my responsibility to understand and follow all the provisions in these policies.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

### **Employee Discipline - Reference: Policy 7030**

All employees are expected to perform their work in a satisfactory manner and to display behavior which reflects and supports the educational and human relations philosophies of the Howard County Public School System (HCPSS). Employees failing to meet these expectations are subject to employee discipline. Employees are subject to discipline for acts of immorality, misconduct, insubordination, incompetence, and willful neglect of duty. In most instances, employee discipline will be decided, or at least initiated, by the immediate supervisor. Disciplinary consequences can include oral warning, written warning, letter of reprimand, suspension without pay, demotion, or dismissal. Each infraction is handled on a case-by-case basis. The specific manner of discipline is solely at the discretion of the Superintendent/Designee, based on the relevant factors of the case. Employees subject to discipline are provided due process in accordance with the law. Employees may be reassigned or placed on administrative leave with pay or without pay during the course of an investigation.

### **Drug-Free, Alcohol-Free and Tobacco-Free Workplace - Reference: Policy 1050 – Tobacco-Free Environment; Policy 7040 – Abuse of Alcohol and Other Non-controlled Substances by Employees; Policy 7050 – Prohibition of Illegal Drugs and Drug Paraphernalia by Employees**

The HCPSS is an alcohol free, drug free, and tobacco free workplace. It is the intention of the HCPSS to create and maintain a healthy and safe school and work environment in which students can learn and employees can work without being subjected to the safety and health hazards created by the presence of illegal drugs and/or drug paraphernalia, alcohol, and/or tobacco use. All employees are responsible for being familiar with the expectations of the HCPSS and the consequences of failure to abide by the policies, regulations, and procedures regarding drugs, alcohol, and tobacco.

### **Relationships Between Staff and Students -Reference: Policy 1000-Civility; Policy 1010-Discrimination; Policy 1020-Sexual Harassment; Policy 1030-Child Abuse and Neglect; Policy 1040 – Safe School Environments**

In accordance with the HCPSS goal to provide a safe and nurturing school environment and an appreciation of diversity and commonality, the HCPSS has clear expectations for civil behavior for employees, students, and the community which include respect, courtesy, and cooperation in resolving incidents of uncivil behavior. Discrimination based on race, color, creed, national origin, religion, physical or mental disability, age, gender, marital status, or sexual orientation will not be tolerated, nor will harassment, defamation, intimidation, bullying, cyberbullying, threats, or profanity. Note: any relationship of a sexual nature between an employee and a student, including sexual harassment of a student by an employee, may constitute child abuse and will be grounds for discipline, including suspension, termination, and a recommendation for revocation of the employee's license or certificate.

### **Nepotism - Reference: Policy 7020**

In order to avoid conflicts of interest between employees, the school system prohibits employees from being in a position that directly supervises, evaluates, or disciplines an immediate family member. The issue of nepotism must be considered in all hiring and employee assignments, transfers, or promotions.

## **Information Regarding Conditions of Employment - continued**

### **Child Abuse and Neglect - Reference: Policy 1030**

The HCPSS affirms its position that all children have a right to be protected from child abuse and neglect. To ensure our employees are aware of and are trained in this area, all newly hired employees are required to attend a training session regarding an employee's responsibility for reporting suspected child abuse and neglect as a condition of employment. Every employee who has reason to believe a child has been subject to sexual abuse, physical abuse, or neglect has a legal and professional duty to report it immediately to the local Department of Social Services.

### **Acceptable Use of Computer Technology - Reference: Policy 8080 – Acceptable Use of Computer Technology; Policy 3040 – Technology Security**

The HCPSS provides access to technology and expects all employees will use technology in the performance of their work in a responsible, ethical, and legal manner. Misuse of school system technology is grounds for denial of access and/or discipline. Misuse may include but is not limited to: accessing unauthorized information, knowingly spreading computer viruses, violating copyright laws or the privacy of others, accessing information using another employee's account, and/or entering (hacking) into or destroying (including physical destruction) school system computer technology and files, or disrupting the network. The HCPSS has the right to access electronic communications and files. Users should have no privacy expectations with regard to technology use. The HCPSS may also restrict access to certain electronic information and establishes standards regarding what hardware and software may be used on its computers. Employee access to school system technology will cease upon termination of employment.

### **Personal Websites and Other Internet Accounts & Employee Conduct and Discipline**

Employees in the HCPSS are responsible for modeling and teaching high standards of decency and civic values. Employees must always be aware of these important professional responsibilities. They must model the character they are expected to teach and exhibit, both on and off the worksite. This applies to material posted on personal websites and other internet sites such as MySpace and Facebook. If messages or pictures are posted which diminish professionalism or discredit the capacity to maintain the respect of students and parents, it impairs the employee's ability to serve as a role model for children as well as his/her overall fitness for duty. Material of this type would include text or pictures involving hate speech, nudity, obscenity, vulgarity, or sexually explicit content. Such conduct may be grounds for termination or other disciplinary action.

### **Standardized Testing - Reference: Policy 8120 – Testing: State and Local Responsibilities and Protocols**

State-mandated tests, district-selected tests, and local assessments are important aspects of the educational program. It is essential the system's testing and accountability program complies with state law and regulation, testing is administered in an ethical manner using only approved tests where appropriate, and data is accurately reported. There are significant consequences for administrators and teachers who violate testing protocols when administering state tests, district-selected tests, or local assessments.

### **Weapons - Reference: Policy 9250**

The presence of weapons on school property poses a serious threat to the safety and well being of students and staff. It is unlawful for any person to carry or possess any firearm, knife, or deadly weapon of any kind on any public school property, on a school bus, in a vehicle locked or unlocked located on school property, or at a school-sponsored activity.