

## STANDARDS OF CONDUCT

The School Board requires its employees to conduct themselves in a manner that reflects favorably upon them as representatives of the Albemarle County Public Schools (“ACPS” or “School Division”). To ensure orderly operations and provide the best possible work and education environment, the ACPS expects employees to exhibit behavior that aligns with the School Board’s mission, vision, and values and to follow Standards of Conduct that will protect the interests and safety of all employees and the organization. To this end, the School Board will establish and maintain certain standards of conduct designed to:

1. Establish a fair and objective process for correcting and treating unacceptable conduct; and
2. Distinguish between less serious and more serious misconduct and provide timely corrective action.

The standards of conduct are intended to be illustrative, but not all inclusive of the type of conduct expected of employees.

Adopted: July 1, 1993  
Amended: December 8, 1997; March 14, 2013  
Reviewed: May 27, 2004; October 14, 2021  
Equity Review: October 14, 2021

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## PROCEDURES FOR COMPLIANCE - STANDARDS OF CONDUCT

### A. Minimum Expectations

At a minimum, the following standards are expected of all employees:

1. Timely and regular attendance.
2. Dependable application of time - employees are expected to apply themselves to their assigned duties during the full schedule for which they are compensated except for reasonable time provided for such things as personal hygiene.
3. Satisfactory work performance.
4. Appropriate and professional attire.
5. Courteous and professional behavior toward the public, fellow employees, and students.
6. Exercises sound judgement.
7. Ensures a safe and healthy work and educational environment.
8. Obtains and maintains required certifications, licenses etc. and completes training as directed.
9. Compliance with all School Board policies and federal and state laws.

### B. Examples of Unacceptable Conduct

The following are examples of unacceptable conduct which include, but are not limited to:

1. Insubordination.
2. Unsatisfactory attendance or excessive tardiness.
3. Abuse of School Division time such as unauthorized time away from the work area.
4. Obscene or abusive language.
5. Conviction of a moving violation or failure to notify supervisor of an accident while using an ACPS vehicle.
6. Failure to follow a supervisor's instructions, perform assigned work, or comply with established School Board policy.
7. Leaving the work site without permission during work hours.
8. Failure to report to work without proper notification or follow leave procedures.
9. Unauthorized use or misuse of ACPS property or records.
10. Violation of safety rules, including negligent driving of an ACPS vehicle.
11. Falsifying any records such as, but not limited to, vouchers, reports, insurance, time records, leave records, or other official records.
12. Willfully or negligently damaging or defacing records, ACPS property, or employee property.
13. Theft or unauthorized removal of ACPS records or property.
14. Gambling on ACPS property or during work hours.
15. Threatening or coercing employees.

16. Indebtedness to the ACPS.
17. Use of an employee's work time, environment, position, access, or property to promote a political candidate or /controversial issue.
18. Inadequate or unsatisfactory job performance.
19. Acts of physical violence, fighting, or causing disruption on the job.
20. Reporting to work or attending any school-related activity in possession of or under the influence of alcohol, marijuana, illegal substances, or otherwise unlawful use of controlled substances.
21. Possession or use of alcohol, marijuana, illegal or controlled substances, unauthorized possession or use of firearms, dangerous weapons or explosives on the job.
22. Untruthfulness or failure to disclose or provide accurate information.
23. Criminal convictions for acts of conduct occurring on or off the job which are related to job performance or of such a nature that to continue the employee in the assigned position could constitute negligence in regard to the School Board's duty to the students, the public, and/or its employees.
24. Findings of child abuse or neglect.
25. Failure to report criminal arrests or convictions within the designated timeframe.
26. Solicitation for goods and services for personal use/gain of employees, students, or the public.
27. Smoking, vaping, chewing, or otherwise using any tobacco products on school property.
28. Accessing confidential or restricted information for personal use.
29. Sharing confidential information, i.e. student personal information, grades, and/or test scores without appropriate consent.
30. Engagement in any romantic or sexual relationship between an employee and their supervisor.
31. Engagement in any romantic or sexual or otherwise unprofessional relationship with an ACPS student.
32. Inappropriate verbal, nonverbal, or written communications.

Individual schools/departments may have additional standards of conduct as defined by the principal/department head. These should be written in consultation with Human Resources, approved by the Superintendent/ Designee and shared with the school's/department's employees before such additional standards of conduct are imposed.

C. Reassignment and Administrative Leave with Pay Pending Investigation

The Superintendent/designee may reassign or temporarily relieve any employee of the School Board of their duties with pay pending an investigation into any allegation of employee misconduct, unsatisfactory work performance, incompetency, or any other circumstances that may constitute cause to discipline the employee. An employee's reassignment or placement on administrative leave with pay pending the outcome of an investigation shall not be considered disciplinary in nature and shall conclude when a final determination is made with respect to the allegation and any necessary corrective

action. No final determination regarding an allegation warranting discipline shall be made until the administrative investigation is concluded and sufficient facts are gathered.

While on administrative leave with pay pending an investigation, the employee is expected to be available at all times during the employee's normal work hours for telephone calls and meetings pertaining to the investigation. Employees working evening and night shifts may be required to make alternative arrangements to come in during the business day in connection with the investigation. Employees who do not respond in a timely manner or comply with instructions from the supervisor or Department of Human Resources may be subject to disciplinary action.

Should the allegation giving rise to reassignment or administrative leave with pay be unfounded, then no notation regarding action taken pursuant to this subsection shall be included in the employee's personnel file. However, should the allegation be founded, then the administrative leave may be included in the employee's personnel file along with any final disciplinary determination.

The authority to reassign or place an employee on administrative leave with pay pending an investigation shall not limit the authority of the School Board, the Superintendent, a principal, or any of their designee otherwise to suspend or discipline an employee pursuant to School Board Policy GBCA-R.

#### D. Discipline

Employees who engage in any of the above-stated conduct, or who otherwise violate established standards of conduct expected of all employees, are subject to disciplinary action up to and including immediate dismissal from employment.

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Cross Ref: GBCA, Employee Discipline  
 GBEA, Alcohol/Drug-Free Workplace  
 GBEC, Tobacco-Free Schools and Grounds for Students, Staff and Community  
 GBECA, Electronic Cigarettes  
 GCC, Leave Program  
 GCDA, Effect of Criminal Conviction or Arrest  
 GCP, Termination, Non-Renewal, and Dismissal