

Tapestry Public Charter School Policy Manual

Personnel Standards of Conduct Policy

Adopted: 6/16/2014

Revised: NA

The Tapestry Public Charter School Board adopts the following policy, effective on the date of adoption by the Board.

Sections:

- I. STANDARDS OF CONDUCT**
- II. DISCIPLINARY ACTION**
- III. NATIONAL LABOR RELATIONS ACT**

I. Standards of Conduct

Each employee has an obligation to observe and follow Tapestry Public Charter School's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of the school, corrective disciplinary measures will be taken. All employees also share an obligation to safeguard the integrity of Tapestry's reputation and ensure the continuation of ethical practices.

II. Disciplinary Action

Disciplinary action may include a verbal counseling, written warning, suspension without pay, and discharge. Tapestry reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. Tapestry will deal with each situation individually, and nothing in the Policies should be construed as a promise of specific treatment in a given situation.

The following misconduct may result in discipline up to and including discharge:

1. misconduct;
2. violation of Tapestry's policies or safety rules;
3. insubordination;
4. excessive absenteeism or tardiness;
5. violation of the Tapestry's Substance Abuse policy, including possession, use or sale of alcohol during working hours, reporting to work under the influence of alcohol or controlled substances, or unlawful use of controlled substances;
6. possession of dangerous instruments on Tapestry property, including illegal firearms;
7. sleeping on the job;
8. unsatisfactory performance;
9. suspicion of theft or dishonesty;
10. violation of Tapestry's EEO Policy or Business Practices/Ethical Code of Conduct Policy, or disrespect toward fellow employees, customers, visitors or other members of the public;

11. violation of Tapestry's Workplace Violence Policy;
12. gossiping or discussing/disclosing confidential business or personnel matters;
13. failure to work with a positive attitude;
14. failure to help and support other employees;
15. violation of policies or procedures set forth in the Tapestry's Employee Handbook;
16. disrespectful or unprofessional conduct on the phone or by email;
17. unauthorized or inappropriate use or disclosure of confidential information;
18. misuse or misappropriation of Tapestry property or funds;
19. carelessness, negligence, waste, or abuse in the care and use of Tapestry property;
20. engaging in conduct that creates or gives the appearance of a potential or actual conflict of interest with the employee's employment with Tapestry;
21. falsification of any time, personnel, or other Tapestry records;
22. the inappropriate use of cell phones/PDA and personal music devices (such as an iPod) while on duty for personal purposes;
23. hitting or harassing a student; and
24. other misconduct as determined by Tapestry.

These examples are not all-inclusive. Discipline and discharge decisions may be based on an assessment of all relevant factors, including the severity of the infraction and the employee's work record, as determined by Tapestry.

III. National Labor Relations Act

Employees should understand that nothing in this Policy, or any other Tapestry policy, should be interpreted in a manner that unlawfully prohibits the right of employees to engage in protected concerted activity under the National Labor Relations Act ("NLRA"). Tapestry respects the Section 7 rights of employees and has and always will comply fully with its obligations under the NLRA, and Tapestry emphasizes that this Policy does not intend to cover conduct engaged in by employees that is protected by the NLRA.