

6Gx53-3.002 EMPLOYEE DUTIES AND RESPONSIBILITIES:

All employees shall assume and satisfactorily perform the duties as outlined in the Board approved job description or applicable state statute for their appointed position.

I. Duties: All employees shall perform such other duties as may be assigned by the Superintendent pursuant to the rules and regulations of the School Board and the State Board of Education.

II. Absences: All employees shall notify their immediate supervisor as early as possible on the morning of any absence, or as otherwise established by the various Collective Bargaining Agreements.

A. Daily Report: If the absence is for more than one day the employee must report daily to their immediate supervisor.

B. Without Leave: Any employee willfully absent from duty without leave shall forfeit compensation for the time of such absence:

1. Discharge/Forfeiture: The employee shall be subject to discharge and forfeiture of tenure and other rights and privileges as provided by law.

2. Return to Duty: The employee shall be subject to dismissal upon failure to return to duty at the termination of leave.

III. Conflict of Interest: Employees representing an organization, which does business with this Board shall reveal such relationship in writing to the Superintendent.

A. Request to Purchase: A request by an employee or school to purchase materials or services from a relative or business associate must be revealed to the Purchasing Director at the time of the request in order to determine if a conflict of interest exists.

B. Superintendent's Authority: If the Superintendent determines such representation to be a conflict of interest, the Superintendent shall request termination of the employee's contractual agreement.

C. Failure to Reveal: Failure to reveal such agreement shall constitute gross insubordination on the part of the employee.

IV. Gifts and Gratuities: No School Board employee may accept any gifts or other gratuities, the value of which exceeds Fifty Dollars (\$50.00), excluding instructional materials, from any party or a representative of any party doing business with the School Board or desiring to do business with the School Board when such School Board employee is in a position or may reasonably be expected to be in a future position to determine, recommend or otherwise be involved in the process of determining whether the School Board will engage in any commercial transaction with the party or representatives desiring to give the gift or gratuity.

V. Responsibilities:

A. Employee Conduct: The educational profession is governed by a broad array of published principles. Employees of the School Board of Polk County, Florida are expected to be of good moral character and to conduct themselves in a manner according to the Education Standards Commission Code of Ethics of the Education Profession in Florida and the Principles of Professional Conduct of the Education Profession in Florida.

B. Personal Obligations:

1. Financial Obligations: Employees shall handle their personal financial obligations in such a manner as to prevent the involvement of the administration.

2. Community Activities: Employees are to be commended for entering into civic, religious, and service organizations, however, shall attend these activities during non-duty hours.

3. Professional Meetings: Professional meetings shall be scheduled after the normal duty hours of the employee or as otherwise provided in the various Collective Bargaining Agreements.

Statutory Authority: Florida Statutes: 1001.32, 1001.41, 1001.42, and 1001.43

Laws Implemented: Florida Statutes, Chapter 1012, Personnel

Adopted: July 26, 1972

Readopted: January 18, 1992

The School Board of Polk County, Florida
Policy 3.002

Amended:

October 13, 1998

May 30, 2006