

7.4940 EMPLOYEE RIGHTS AND RESPONSIBILITIES

Legal References: G.S. 115C-47, -307, -308

Cross References: 7.1600 Employee-Student Relations

For students to succeed, all school employees must approach their responsibilities conscientiously, always remembering that the ultimate responsibility of the school is to provide students with the opportunity to receive a sound basic education.

All employees shall:

1. be familiar with, support, comply with and, when appropriate, enforce board policies, administrative procedures, school rules and state and federal laws;
2. carry out their assigned responsibilities and duties with conscientious concern, diligence and thoroughness;
3. be diligent in submitting required reports promptly at the times specified.
4. be faithful and prompt in their attendance at work.
5. care for and protect school property.
6. attend to the safety and welfare of students, including the need to provide appropriate supervision of students;
7. demonstrate integrity, respect and commitment to the truth through attitudes, behavior and communications with others;
8. address or appropriately direct any complaints concerning school employees, the school program or school operations; and
9. support and encourage good school-community relations in all interactions with students, parents and members of the community.

Employees shall notify the Executive Director or his/her designee if they are arrested for, charged with or convicted of a criminal offense (including entering a plea of guilty or *nolo contendere*) other than a minor traffic violation (i.e., speeding, parking or a lesser violation). Notice must be in writing, must include all pertinent facts and must be delivered to the Executive Director or his/her designee no later than the next scheduled business day following the arrest, charge or conviction, unless the employee is hospitalized or incarcerated, in which case the employee must report the alleged violation within 24 hours after his or her release. Upon judicial action in the matter, the employee must report the disposition and pertinent facts in writing to the Executive Director or his/her designee no later than the next business day following adjudication.

Failure by an employee to provide timely notice as described above may lead to disciplinary action up to, and including, dismissal.