Employee Code of Excellence

Board Approved Employee Code of Excellence

Each Parkway Local School District employee shall:

1. Report to work acceptable for duty and remain fit for duty whenever on duty.
2. Prepare for and perform all assigned duties required by one's job description(s).
3. Comply with justifiable directives issued by established lines of authority.
4. Identify, report, and/or control, if possible, unsafe conditions and/or safety hazards in order to maintain safe and secure working and/or learning environments.
5. Demonstrate respect and integrity when interacting with students, parents, staff, community members, and other stakeholders
6. Comply with federal laws, state statutes, Board policies, and related administrative guidelines that prohibit coercive, harassing, threatening, retaliating, or discriminating conduct.
7. Communicate in a truthful and timely manner about any matter of interest to the District.
8. Acquire, use, maintain, and dispose of District assets in an ethical and responsible manner in accordance with federal laws, state statutes, Board policies and related administrative guidelines.
9. Maintain confidentiality of information as required under federal laws, state statutes, Board policies, and related administrative guidelines.
10. Report actions that may represent violations of federal laws, state statutes, Board policies, and/or related administrative guidelines.
11. Refrain from any activity that may reasonably interfere with either one's ability to effectively perform one's duties as assigned, or the legitimate operational interests of the District.
12. Comply with all other federal laws, state statutes, Board policies, and related administrative guidelines.

Approved for distribution this __14___ day of __August_____, 2018.

Signed: _____

Jeff Armstrong, Parkway Local Board of Education

Signed: _____

Melissa Burtch, Parkway Local Board of Education

Signed: _____

Todd Gaerke, Parkway Local Board of Education

Signed: _____

Tom Lyons, Parkway Local Board of Education

Signed: _____

Matt Swygart, Parkway Local Board of Education

Signed: _____

Jeanne Osterfeld, Superintendent, Parkway Local School District

Cc: Employee Personnel File 8/17/18 (Attached to agenda from 8/17/18 District Staff Meeting)