



SECTION: 227

TITLE: WORK REGULATIONS AND GUIDELINES

# NESHAMINY SCHOOL DISTRICT

1	All persons in an organization profit when they work together toward a	1
2	common goal and follow reasonable work regulations and guidelines for the	2
3	protection and benefit of all. The purpose of these work regulations and	3
4	guidelines is to define them, protect the rights of all, and insure cooperation.	4
5	Whenever a disciplinary action is required, the administrator in charge will	5
6	record such violation and the remedy in writing. This written record will be	6
7	completed and copies distributed as follows: the original to the employee	7
8	and copies to the administrator, bargaining representative, and the	8
9	Human Resources office. In the event of a violation of these work regulations	9
10	and guidelines and in order that all administrative action be consistent and	10
11	progressive where indicated, one of the following remedies will be applied	11
12	according to the seriousness of the violation: <i>first written warning; final</i>	12
13	<i>written warning; two days off without pay; one week off without pay; discharge.</i> In	13
14	addition, in cases causing monetary loss to the District, proper procedures will	14
15	be taken to recover the loss to the District. Where a privilege is concerned, the	15
16	Board reserves the right to rescind the privilege.	16
17	Repeated violations may result in discharge, although "immediate" discharge	17
18	<u>without previous warning</u> may result in case of a singular major violation. In	18
19	the latter case, an employee may be suspended while the proper action on the	19
20	case is determined.	20
21		21
22	The following are representative causes which may justify disciplinary action,	22
23	including discharge. No attempt has been made to list these causes in order	23
24	of severity or seriousness and this list is not meant to be all inclusive.	24
25		25
26	• Failure to report a motor vehicle or accident of any type while driving a	26
27	District vehicle.	27
28	• Unauthorized use of District vehicles, equipment, or other property.	28
29	• Unauthorized stops while operating a District owned vehicle.	29
30	• Unauthorized sale of the District property.	30
31	• Discourteous or abusive language and/or behavior during working hours.	31
32	• Physically abusing or attacking another employee or student.	32
33	• Solicitation of gratuities or gifts.	33
34	• Stealing.	34
35	• Any willful damage to or unauthorized removal or appropriation of	35
36	property belonging to the District or to another employee.	36
37	• Committing any act of violence, fighting, brawling, or improper or	37
38	immoral conduct on District premises.	38

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**POLICY 227 (con't)**

- Disobedience to or insubordination to persons with authority to direct.
- Doing personal work on District time or property.
- Repeated failure to properly complete any required District report.
- The possession, use, transfer or being under the influence of alcohol or other drugs, or other health endangering compounds while on District property.
- Willful violation or disregard of safety, fire, traffic, parking lot, or security regulations.
- Smoking as specified in Policy 232.
- Loafing, wasting working time, being out of your work area without permission, or sleeping on the job.
- Taking District property, records, employee lists, or classified information from the District without permission.
- Falsification or alteration of personnel, medical, or other records, the purposeful omission of pertinent facts, or giving false testimony at any time.
- Refusal to identify yourself upon request.
- Repeated tardiness.
- Leaving assignment without permission.
- Refusal to perform work as directed or willful neglect of duty.
- Unsatisfactory performance of assigned duties.
- Careless use of District property causing danger to life or limb, and/or the destruction of property.
- Abuse of absence policies of the District.
- Knowingly violating established Board policy.

If the conduct of an employee is deemed to be governed by the provisions of the Pennsylvania School Code, it is understood that the procedures established in the applicable provisions of the Code will apply. (Reference: 11-1122)

Approved: 6/28/77  
Reviewed: 2/4/2003  
Revised/App.: 2/23/10  
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