

ACKNOWLEDGEMENT OF RECEIPT: ECOC

EMPLOYEE CODE OF CONDUCT

Board-Approved Expected Behaviors for Employees

Each Jessamine County Schools employee shall:

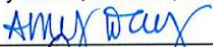
1. Report to work suitable and prepared for duty.
2. Comply with justifiable directives and duties that are legal and safe.
3. Maintain safe and secure working and learning environments.
4. Demonstrate professionalism, respect, fairness, and dignity when interacting with students, parents, staff, and community members.
5. Comply with federal laws, state statutes, and JCS policies that prohibit conduct that could reasonably be construed as coercive, retaliating, harassing, intimidating, bullying, discriminating, or threatening.
6. Communicate truthfully and honestly and ensure that all records, disclosures or other communications are complete, fair, accurate, timely and understandable to the best of your knowledge.
7. Acquire, use, maintain and dispose of district assets, including technology, in an ethical and responsible manner.
8. Maintain the confidentiality of information as required under federal laws, state statutes and JCS policies.
9. Use established protocols to intervene against and/or report actions, behaviors or safety concerns that may represent one or more violations of federal law, state statutes, or JCS policy.
10. Refrain from activities outside of the contract day that may reasonably limit and clearly interfere with his or her ability to effectively perform duties as assigned, or undermine/disrupt the implementation of the District's mission.
11. Comply with all other federal laws, state statutes, and JCS policies as well as established operational routines or procedures.

Approved for distribution this 9th day of December, 2019.

Signed:


Bobby Welch, District 1, Jessamine County Board of Education

Signed:


Amy Day, District 2, Jessamine County Board of Education


Signed:


Debra Hood, District 3, Jessamine County Board of Education


Signed:


Denise Adams, District 4, Jessamine County Board of Education

Signed:


Steven Schivner, District 5, Jessamine County Board of Education

Signed:


Matthew Moore, Superintendent, Jessamine County Schools

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I acknowledge that I have read, understood, been given an opportunity to ask questions about, and agree to abide by by the Jessamine County Board of Education *Employee Code of Conduct* (ECOC). My signature below does not necessarily indicate agreement with the ECOC, but I understand that the Jessamine County Board of Education will hold me accountable for the standards referenced herein.

This notice will be issued to each Jessamine County Schools employee on an annual basis, and a copy of his or her acknowledgement will be retained in the employee's Master Personnel File (MPF).

Acknowledgement:

Refused to sign:

Employee signature

Witness signature

Employee name

Witness name

Date of signature

Date of signature

c: Master Personnel File (MPF)