

STAFF RIGHTS AND RESPONSIBILITIES

Code **GBE** Issued **12/01**

Purpose: To establish the board's vision for the rights and responsibilities of center staff.

All staff members have a responsibility to make themselves familiar with, and abide by, federal and state laws as these affect their work and the regulations designed to implement them. The same requirement applies to the policies of the board and related administrative rules and procedures.

The board expects all staff members to carry out their assigned responsibilities with conscientious concern. Essential to the success of ongoing center operations and the instructional program are the following specific responsibilities that the center requires of all personnel.

- faithfulness and promptness in attendance at work
- support and enforcement of policies of the board and administrative rules and procedures
- diligence in submitting required reports promptly at the times specified
- care and protection of center property
- concern and attention toward their own and the board's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times

In their association with students, all center employees should exhibit an appropriate and professional demeanor through their manner, dress, courteousness, industry and attitude in order to establish themselves as role models who influence the development of young people. The board expects its staff members to be exemplary models, as well as provide exemplary instruction.

Adopted 12/18/01