



LINCOLN COUNTY  
SCHOOL DISTRICT

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★ CENTRAL OREGON COAST ★

# Workplace Expectations

All employees in the Lincoln County School District are expected to meet the following work expectations as a basis for continued employment.

## **Attendance and Punctuality:**

The employee has regular attendance at work and activities and is punctual in meeting deadlines, attending meetings, following schedules and responding to communications.

## **Communication:**

District email is the primary mode of communication and it is expected that staff email will be checked daily.

## **Personal Appearance:**

The employee is dressed and groomed in a neat, clean, appropriate and professional manner for the assignment and work setting.

## **Confidentiality:**

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

## **Following Policies and Directives:**

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authorities.

## **Setting Appropriate Personal Boundaries with students:**

The employee maintains professional boundaries in his or her relationships with students, including use of appropriate language, appropriate physical contact, and in the use of technology such as email, text message or social networking internet sites.

## **Collaboration:**

The employee will maintain relationships with other staff members that are characterized by mutual support, cooperation and respect, and that build a school culture of collaboration focused on student learning.

## **Appropriate Use of Technology:**

The employee will use internet, e-mail and electronic communication with student only for educational purposes or sharing information about school-sponsored events. The use of personal electronic devices (for example-IPods, electronic games) is not allowed during class or meeting time.

I received and understand Workplace Expectations listed above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date