

## **EMPLOYEE MISCONDUCT POLICY**

Generally, the School Director and/or other administration shall address employee misconduct. When allegations of employee misconduct arise, the Director shall investigate the allegations in a conference with the employee. A further conference with all relevant parties shall also take place, as needed.

Misconduct deserving of disciplinary action includes, but is not limited to:

- Failure to devote full time and efforts to Employee Duties, as outlined in the Employment Agreement.
- Breach of Employment Agreement.
- Violation of negotiated agreements, oral or written.
- Incompetence or inefficiency in the performance of Employee Duties, as outlined in, but not limited to, the Employment Agreement.
- Dishonesty on the job, including but not limited to dishonesty to administration, colleagues, parents, or Board of Directors.
- Any violation of State or Federal Law (excluding minor traffic offenses).
- Bringing in an intoxicant into or consuming an intoxicant on school property, or reporting to work under the influence of an intoxicant.
- Addiction to or being under the influence of a narcotic or other habit-forming drug without a prescription, or abuse of a prescription drug. Employees may be subject to a random drug test.
- Use of tobacco in any form while on school premises.
- Use of Bonneville Academy for personal gain.
- Negligent or willful damage to school property or excessive waste of school supplies or equipment.
- Falsifying any information supplied to the school including, but not limited to, data on application forms or employment records.
- Unauthorized absence or tardiness without due cause.
- Possession of firearms or weapons of any kind on school premises. There are only two exemptions allowed:
  - The first exemption is for a kitchen knife used in conjunction with a school event such as a party. The knife must be kept in an employee's possession for the duration of the time it is within the school and cannot remain more than one day.
  - The second exemption is for holders of a valid Concealed Firearms Permit recognized by the State of Utah. Concealed Firearms Permit holders must keep the firearm continually in the permit holder's physical possession and remain concealed unless there is imminent danger of death or serious injury. Use of the weapon is outside the scope of our liability coverage and will be the sole responsibility of the individual.
- Use of school computer and network resources, including but not limited to Internet access or email accounts, to access, view, or download any pornographic, sexually explicit, obscene, lewd, or otherwise inappropriate material, including, but not limited to, websites.

- Use of any school computer and/or network resources including, but not limited to, Internet access or email accounts, for any form of direct or indirect activity for commercial or political purposes or to obtain financial gain.