



Workplace Expectations

All employees in the Corvallis School District are expected to meet the following workplace expectations as a basis for continued employment:

Attendance and Punctuality:

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, following schedules and responding to communications. The employee is responsible for following the district procedures for documenting their absences.

Communication:

The employee will communicate professionally with others and can expect others to do the same. This includes considering the mode of communication, tone of voice, timeliness in sharing information and responses, confidentiality of information, assuming positive intent, asking questions if more information is needed or if meaning is unclear, and active listening. All district communication is public record and we expect professionalism in all communication with each other.

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.

Effective Work Relationships and Collaboration:

The employee will maintain work relationships that are characterized by mutual support, cooperation, and respect, and that contributes to a collaborative school culture focused on student learning. The employee will communicate directly with a colleague, whenever possible, if/when an issue arises with the goal to resolve the matter in a positive, respectful, and timely manner.

Following Policies and Directives:

The employee follows all district and supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position description, professional standards, and reasonable requests by administrators/supervisors.

Personal Appearance:

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

Setting Appropriate Personal Boundaries with Students:

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

Use of Technology:

The employee will appropriately use internet, e-mail and electronic communication with students only for educational purposes or sharing information about school-sponsored events. The use of personal electronic devices for personal use are not allowed during class or meeting time.

I received and understand the Workplace Expectations listed above.

Print Name

Date

Employee Signature