

## **Policy 5010: Employee Guidelines and Duties**

**Original Date:** February 18, 2026

**Status:** Approved

**All District employees, whether full or part-time, are expected to understand and fulfill the directions given below.**

### **DIRECTIONS**

1. Perform well and faithfully their usual duties as assigned by the District CEO, or other personnel as appropriately designated.
2. As an employee and representative of the District, maintain professional standards of conduct.
  - a. Be punctual and give full time and attention to fulfilling all employment responsibilities. Be proactive and productive on behalf of the District during work hours.
  - b. Follow the directions of supervisors and work cooperatively with others to further the mission and purposes of the District; treat others with respect.
  - c. Develop, maintain, and incorporate a working knowledge of policies, procedures, processes, and other job performance requirements.
  - d. Be mindful of actions and appearance/dress and how each may be perceived by others.
3. Participate fully in all required activities (meetings, training, continuous improvement activities, accreditation initiatives, etc.).
4. Serve on District standing committees and ad hoc committees. These responsibilities may be voluntary or assigned.
5. Fulfill other assignments or responsibilities consistent with training, experience, or interest as directed by the District CEO, or other designated personnel.