

Adoption Date: June 14, 2018	Approved By: State Board of Education
Policy No: 300-310	Section: Standards of Conduct and Employee Corrective Action
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**I. PURPOSE**

To establish the Department's policy on standards of conduct.

**II. SCOPE**

This policy applies to all Department employees.

**III. POLICY**

- (A) Department employees shall conduct the business of State government in a manner, which inspires public confidence and trust, which includes but is not limited to:
1. Employees shall avoid any interest or activity which improperly influences, or gives the appearance of improperly influencing, the conduct of their official duties;
  2. Employees shall act impartially and neither dispense nor accept special favors or privileges, which might be construed to improperly influence the performance of their duties to the public;
  3. Employees shall not allow political participation or affiliation to improperly influence the performance of their duties to the public;
  4. Employees shall not engage in business with State government, hold financial interests, or engage in outside employment when such actions are inconsistent with the conscientious performance of their official duties;
  5. Employees shall not use or improperly possess an illegal controlled substance or alcohol in the workplace or during working hours;
  6. Employees shall conduct themselves in scrupulous compliance with federal, state, and local law, and may be subject to a background check;
  7. Employees shall observe all conflict of interest provisions applicable to the Department;
  8. Employees shall adhere to all laws providing equal opportunity to all citizens;

9. Financial compensation of state employment consists of only authorized salaries and fringe benefits; and
10. Employees shall not use their public positions in a manner designed to create personal gain.

(B) Disciplinary action shall be appropriate for, but not limited to, the following:

1. An employee who violates any of the provisions of the Department's personnel policies;
2. An employee who is or has been wantonly careless or negligent in the care of the property of the state;
3. An employee who abuses or demonstrates improper treatment toward a student, client, claimant, patron or Department employee including, but not limited to discrimination or harassment based upon race, age, sex, religion, national origin, ancestry, veteran status, disability or retaliation for exercising a legal right;
4. An employee who is habitually tardy in reporting for duty or is frequently absent from duty during the course of regular work hours;
5. An employee who is absent from duty without notification or authorization;
6. An employee who has been charged, convicted of, pleaded guilty to, or found guilty of any felony or misdemeanor, regardless of whether or not sentence was imposed and failed to notify Human Resources within five (5) business days of the charge, conviction or plea;
7. An employee who is or has been convicted or received a suspended imposition of sentence for a felony or a misdemeanor involving moral turpitude;
8. An employee who conducts themselves while on or off duty in a scandalous and disgraceful manner and where such conduct tends to bring the Department into public disrepute, or has exhibited behavior, which adversely affects the employee's job performance;
9. An employee who has submitted a false statement of a material fact or has practiced or attempted to practice any fraud or deception in an application or in otherwise attempting to secure employment;
10. An employee who has practiced or attempted to practice fraud or deception in the course of his/her job responsibilities and duties;
11. An employee who is insubordinate or fails to respond in a reasonable manner to the lawful orders or instructions of persons with duly delegated authority over the employee;

12. An employee who willfully violates the lawful rules, regulations, or policies of the Department by which he/she is employed after having been made aware of such rules, regulations, and policies;
13. An employee who is or has been abusive or physically violent toward other employees while on duty or willfully exhibits behavior which is disruptive of the working activities of other employees;
14. An employee who possesses a firearm or lethal weapon in the workplace unless authorized;
15. An employee who is or has been intoxicated or under the influence of a controlled substance while on duty, except as may have been required by a licensed medical physician;
16. An employee who is or has been in possession of or has consumed alcohol on a departmental worksite or common area controlled by the Department. Housing provided to the Superintendents of the Missouri School for the Blind and the Missouri School for the Deaf will be considered as their private residences for the purposes of this paragraph with alcohol usage at the discretion of the occupants;
17. An employee who is or has been, in possession of or under the influence of an illegal controlled substance on departmental premises; and/or
18. An employee who fails to comply in a timely manner with 105.262 RSMo regarding the filing and payment of all State income taxes.