

Employment  
Series 400

Policy Title: Employee Responsibilities Code No. 401

**Policy Statement**

The Board expects employees to embrace the Agency's core values, vision, mission and goals\* and fulfill their employment obligations.

**Scope of Policy**

This policy applies to all employees.

**Accountability Overview**

Employees meet employment expectations through the following:

- Performance of work duties in accordance with individual job descriptions
- Compliance with established contract commitments
- Regular, predictable, consistent, and timely attendance
- Contribution to continuous organizational improvement
- Ensurance of a non-discriminatory environment
- Compliance with applicable federal and state laws

\*Systems Blueprint

Date of Adoption:  
December 10, 2013  
Reviewed: 5/12/2020  
Amended: 11/15