HUMAN RESOURCES

Duties, Responsibilities, and Rights of Employees

Guidelines for Work and Conduct

This policy supersedes Policy 4420.~~3~~2.

I. PURPOSE

To delegate authority and responsibility for establishing guidelines for the work and conduct of employees.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

- ~~This policy has been reviewed, and there are no changes at this time.~~A Philosophy Section has been added.

III. PHILOSOPHY

The School Board affirms its belief that, in order to empower employees and promote a productive and efficient workplace, tasks and decision-making authority are ~~is~~ dispersed~~.~~ providing employees ~~are provided~~ with direction and ~~are~~ encouragement~~d~~ to take ownership of their work.

~~In order to empower employees and promote a productive and efficient workplace, tasks and decision-making authority is dispersed. Employees are provided with direction and are encouraged to take ownership of their work.~~

~~III.~~IV. RESPONSIBILITIES

The Superintendent shall establish guidelines as needed to provide direction for basic work assignments and employee responsibilities and behaviors.

Policy
adopted: July 1, 1986
Corrected: March 22, 1994
Corrected: April 18, 2001
Reviewed: February 28, 2008
Reviewed: March 7, 2013
Revised: January 22, 2026

FAIRFAX COUNTY SCHOOL BOARD