HUMAN RESOURCES

Duties, Responsibilities, and Rights of Employees

Guidelines for Work and Conduct

This policy supersedes Policy 4420.3.

I. PURPOSE

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

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

- 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 dispersed providing employees with direction and ~~are~~ encouragement to take ownership of their work.

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