HUMAN RESOURCES

Duties, Responsibilities, and Rights of Employees

Operational Employee Obligations and Rights

This policy supersedes Policy 4411.4.

I. PURPOSE

To establish policy regarding the general duties of operational employees, expectations regarding employee behavior, and protections provided to operational employees.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

- A Philosophy Statement was added.
- A Responsibilities Section was added.
- Collective Bargaining has been acknowledged.
- Legal references have been updated.

III. PHILOSOPHY

The School Board affirms its belief that defining roles, responsibilities, expected conduct, and protections aims to promote the successful employment of operational personnel.

IV. GENERAL DUTIES

All operational employees shall be responsible for satisfactorily complying with the duties as described in their job descriptions and for conducting themselves as professionals in accordance with the Standards of Conduct (see the current version of Regulation 4429).

V. DISCIPLINARY ACTION

Operational employees are subject to discipline in accordance with standard procedures as prescribed by regulation.

Any disciplinary action of an operational employee shall not be administered in the presence of students, staff peers, or parents. If a support employee reasonably believes a meeting or interview may result in disciplinary action, they are entitled to representation by the Union.

VI. PROTECTIONS

On request, the School Board shall make available legal counsel to advise an employee of his or her rights and obligations with respect to job-related assault and battery against

the employee and shall offer reasonable and necessary assistance to the employee in connection with handling the incident by law enforcement and judicial authorities.

The Board shall allow consideration for reimbursement for reasonable attorney's fees incurred in defending an employee charged with an alleged crime arising out of the regular course of employment so long as the charges are ultimately dismissed.

Legal reference: Code of Virginia Section 22.1-83

Cross Reference: Regulation 4429, Conduct and Discipline—Support Employees

Policy
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FAIRFAX COUNTY SCHOOL BOARD