



Palliser Regional Schools

Palliser Centre

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**OFF-DUTY CONDUCT
BOARD OF TRUSTEES**

POLICY TITLE	OFF-DUTY CONDUCT
POLICY HOLDER	Board of Trustees Palliser Regional Schools
ORIGINAL DATE	
REVIEW DATE	
REVISED DATE	
NEXT REVIEW	

Policy Statement:

In general, how employees decide to lead their lives when they are off duty is a private matter. However, the way in which employees conduct and present themselves off-duty can also have a significant impact on the Palliser School Division. The School Division reputation, its ability to provide quality instruction and its ability to maintain a positive work environment can all be affected.

Accordingly, while Palliser School Division respects the personal freedom of its employees, it also has a legitimate intent in establishing standards of off-duty conduct and holding employees accountable for following these standards, including disciplinary measures where necessary.

Board Action:

Following are the general guidelines on how Palliser School Division will manage off-duty conduct. Off duty conduct will be considered a work related matter subject to discipline when:

1. It harms the reputation of Palliser School Division
2. Has consequences that when it causes an employee to be unable to perform her/his job or any part of the job effectively
3. Leads other employees to refuse or be reluctant or unable to work with the employee
4. Makes him/her guilty of a serious breach of the Criminal Code of Canada
5. Makes it difficult for Palliser School Division to manage its operations/ and/or direct its employees efficiently

This policy also requires that the employee reports to his/her supervisor or the Senior Administrator in charge of Human Resources if the employee is arrested, detained, or charged with a violation under the Criminal Code of Canada or other Canadian laws related to the employee's official duties.

Scope and Limitations of Superintendent:

This policy is applicable to all employees



Information and Monitoring Requirements:

The Board will receive a report at the next regular meeting of any violations of this policy.

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