

The District expects its employees to do quality work, maintain confidentiality, work efficiently, and exhibit a professional, courteous and respectful attitude toward other employees, parents, and students.

The District also expects employees to:

1. Comply with all applicable work rules, job descriptions, terms of the *Employee Handbook*, and legal obligations; and
2. Comply with the standards of conduct set out in Board policies, the *Employee Handbook*, administrative regulations, and with any other policies, regulations and guidelines that impose duties, requirements or standards attendant to their status as District employees.
3. Non-Retaliation Clause
 - A. All employees are responsible for reporting misconduct, including actual or potential violations of law, regulation, or Twin Lakes School District's policy on standards of conduct.
 - B. An "open door policy" will be maintained at all levels of management to encourage employees to report problems and concerns.
 - C. It is strictly prohibited to retaliate in any form against any employee who in good faith reports a perceived problem or concern.
 - D. Any individual who commits or condones any form of retaliation will be subject to discipline up to, and including, termination of employment.

Violation of any policies, rules, regulations and guidelines may result in disciplinary action, up to and including discharge. Disciplinary actions shall be carried out in accordance with established District procedures.

Some infractions have implications beyond the employment relationship between the District and an individual employee, and the District may inform local, state, and federal officials of such conduct. Included among the behaviors covered by this policy are violations of applicable law, "immoral conduct" that could result in revocation of an individual's licensure through the Wisconsin Department of Public Instruction, and any other actions that the District deems pertinent.

Legal References:

Wisconsin Statutes

[Section 115.31](#) [Staff misconduct reporting; license or permit revocation; reports; investigation]

Cross References:

Adoption Date: December 17, 2015