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Oak Ridge Schools Employee Acknowledgement Form, Code of Conduct

The Oak Ridge Schools Board of Education Employee Code of Conduct (ECOC) establishes the context of standards for all employees of the school system, and the expected employee behavior. The Board of Education has directed that each employee be given access to the Employee Code of Conduct, and strongly recommends that each employee read the document. The Board of Education further stipulates that each employee acknowledge by signature that they have been advised of where to access the document as well as their responsibilities for compliance to the Code.

The Oak Ridge Schools Employee Code of Conduct is located on the ORS website at www.ortn.edu. From the homepage choose Human Resources and then Personnel Policies and Handbooks to find the ECOC.

As the ECOC describes important Oak Ridge Schools employment standards and expectations, my signature indicates that I understand I should consult my supervisor or the Office of Human Resources regarding any questions about the ECOC.

Since the information described in the ECOC is subject to change, I also acknowledge that revisions to the Code may occur. All such changes will be communicated through interoffice mail, or electronic communication such as the district website or email. Effective April 2015, annual notices, including an executive summary will be sent to all employees every January regarding the ECOC. I understand official notices and revised information may supersede, modify, or eliminate the existing code. Only the Oak Ridge Schools Board of Education has the ability to adopt any revisions to the ECOC.

My signature indicates I have received access to the ECOC, and understand it is my responsibility to read and comply with the Code and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____