

**CLASSIFICATION: All Personnel****ADOPTED: 5/10/95****REVISED: 7/11/01****SUBJECT: Duties, Responsibilities, and Rights****PAGE: 1 of 2**

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The County Board of Education and the County Superintendent of Schools recognize the importance of having adequate job descriptions for every employee. The County Superintendent of Schools or his/her designee shall prepare and regularly update job descriptions for all classes of positions.

All employees shall fulfill the duties and responsibilities set forth in their job descriptions and shall comply with policies, administrative regulations, operational procedures, applicable employee agreements, and local, state, and federal laws.

The County Board of Education and the County Superintendent of Schools expect employees to maintain the highest ethical standards. Employee conduct should enhance the integrity of the County Office of Education and the goals of the educational program.

Employees are encouraged to accept as guiding principles the codes of ethics published by professional associations to which they may belong. Certificated employees are expected to observe the "Rules of Conduct for Professional Educators," issued by the California Commission on Teacher Credentialing.

### Civil and Legal Rights

1. The personal life of an employee is not an appropriate concern for the attention of the County Board of Education and the County Superintendent of Schools except as it may directly prevent the employee from properly performing his/her duties or responsibilities.
2. Employees shall be entitled to full rights of citizenship. The religious or political activities of any employee or the lack thereof shall not be grounds for any discipline or discrimination with respect to the professional employment of such employee, providing such activities do not violate County Board of Education policies, administrative regulations, or local, state, or federal laws.
3. No employee, employee association representative, member of any employee organization, or any other participant in a grievance procedure shall suffer reprisals in any way or suffer any professional disadvantage by reason of participation in the processing of any grievance.

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4. No employee shall be subjected to disadvantage in his/her employment relationship by reason of the employee's membership or nonmembership in an employee association or participation in its lawful activities.
5. All employees shall have the right to disclose improper governmental activity without being subjected to the use of official authority or influence, including any benefits, reprisals, or personnel action, by the County Board of Education or its members, the County Superintendent, or any employee or agent of the County Superintendent.

**Legal Reference:** Education Code  
200-261, 7050-7057, 35020, 35035, 44040, 44111 et seq., 44662, 44801, 44805, 44806,  
44807, 45100.5-45108.7, 45109, 45256.5  
California Code of Regulations, Title 5  
30-31, 5530-5531, 5550-5552, 5570, 80331-80338  
Government Code  
3543.5, 9149.20 et seq., 12940 et seq.  
Title VIII, Civil Rights Act as amended by Title IX, Equal Employment Opportunity Act