

STANDARDS OF PROFESSIONAL CONDUCT

OVERVIEW

When working on a Kelly Education assignment, instructional or non-instructional, you must adhere to all professional conduct standards stated below.

Instructional positions include: Teacher, Teacher's Aide, Paraprofessional, Early Childhood Education, Special Needs, and Adjunct Professor.

Non-Instructional positions include: Nurse, Custodial, Administrative Assistant/Clerical, Food service.

For instructional positions, the educator's primary concern will always be for the student. The educator must strive to create a learning environment that nurtures and fulfills the potential of all students—acting with conscientious effort to exemplify the highest ethical standards.

Professional Conduct toward Kelly Education

1. Reports time on assignment accurately and efficiently into the designated electronic timekeeping system. Contacts the branch for approval before working beyond the scheduled assignment hours. Repeated failure to obtain approval in advance could lead to disciplinary action up to and including termination.
2. Reports all time worked, including overtime hours. Nonexempt hourly employees will be paid time and one-half for overtime hours, or double-time as required. Nonexempt employees paid by the unit will be paid an additional premium of one-half of their base rate for all overtime hours worked, or double-time as required. The base rate is calculated by dividing total hours worked in the workweek by total wages earned during the workweek.
3. Never misrepresents one's own qualifications.
4. Alerts the Kelly office to change in availability, district/ academic institution requests on future assignments, assignment duty changes, and when assignment requires leaving academic institution grounds.
5. Reports all incidents, whether actively involved or merely a witness, to the Kelly office. This includes, but is not limited to, any type of harassment, any injury to a student, Kelly employee, customer employee, or third party, and property theft and/or damage.
6. Never talks or represents themselves to the media on behalf of Kelly or the district/ academic institution—referring all inquiries, without comment, to Kelly Corporate Public Relations.
7. Self-reports any new arrests/charges to the Kelly office immediately (with the exception of minor traffic violations) within 48 hours, and provides written follow-up statement within five business days.
8. Understands that unapproved gaps of _____ days or more in assignment will lead to deactivation, possible re-screening of criminal history (which may result in additional costs), or termination.
9. Uses the designated absence management/scheduling system for accepting assignments. (Not applicable for adjunct professors)

Professional Conduct toward Practices and Performance

1. Assumes responsibility and accountability for one's performance and continually strives to demonstrate competence.
2. Dresses in an appropriate, safe, and professional manner, and adheres to the district/academic institution dress code policy. For safety reasons, items not permitted to be worn on assignment include:
 - a. Flip flops, crocs, open toe or open back footwear; and
 - b. Heeled shoes greater than 2 inches high and/or less than one inch diameter.

3. Never uses recording devices or picture/video cameras, including cellular phone cameras, on academic institution grounds.
4. Is responsible for reviewing, understanding, and following the district/academic institution's policies and procedures. If you do not understand, you will seek clarification from the academic institution.
5. Is responsible for reviewing, understanding, and following the district/academic institution discipline procedures. If you do not understand, you will seek clarification from the academic institution.
6. Follows the district/ academic institution policy for videos and books.
7. Never uses one's professional position for personal gain or advantage.
8. Does not use academic institution equipment for personal purposes. This includes, but is not limited to, using or installing any software on district/academic institution computers, downloading of inappropriate or obscene material, and using academic institution resources for purposes that are not job-related.
9. Leaves the classroom/work area tidy at the end of the day's assignment/in the same condition as upon arrival that day.

Professional Conduct toward Students

1. Strives to achieve and sustain the highest degree of ethical conduct.
2. Commits to academic openness, fairness, honesty, and objectivity to students and the learning material. (Not applicable to non-instructional positions)
3. Never harasses, embarrasses, or discriminates against students.
4. Makes a constructive effort to protect the student from conditions detrimental to learning, health, or safety.
5. Endeavors to present facts without distortion, bias, or personal prejudice.
6. Is never physically/verbally abusive to a student, including the use of inappropriate language.
7. Supervises students constantly and never leaves a classroom or student unattended. (Not applicable to non-instructional positions)
8. Never dispenses or administers medication to a student, unless fulfilling the position of a nurse within your job duties.
9. Never diagnoses a student. When there is a potential illness or injury, send the student to the on-site nurse or other appropriate academic institution representative. (Exception: Working as a qualified nurse.)
10. Allows all students to see the on-site nurse or visit the academic institution clinic if and when they request to do so. Never make judgment calls as to the authenticity of a student's request in this regard unless otherwise directed by academic institution personnel.
11. Allows all students to use the restroom if and when they request to do so. Never make judgment calls as to the authenticity of a student's request in this regard unless otherwise directed by academic institution personnel.
12. Understands that the release of a student(s) during the instructional day should ONLY be conducted by the academic institution office. (Not applicable to adjunct professors)
13. Before the instructional day begins, know the bell schedule and dismissal procedures for recess, start of day, and end of day. This includes a roster detailing which students are walkers, bus riders, car riders/parent pick-up, or attend an afterschool program. (Not applicable to adjunct professors or non-instructional positions)
14. Understands that release of a student(s) to a bus or other vehicles should ONLY be done under the physical supervision of district/academic institution employees. (Not applicable to adjunct professors)
15. Never moves or touches an injured student, but informs the district/academic institution office/staff.
16. Uses effective verbal and written communication skills.
17. Treats students with respect.
18. Never has any physical contact with a student. (Exceptions: See Contact Policy statement below)
19. Never is alone with a student in a private setting.

20. Never comments on a student's personal appearance.
21. Never brings any food or drink to share with the students.
22. Never transports students in a vehicle.
23. Never intentionally attempts to contact, contact, or be contacted by a student outside of the assignment. This includes, but is not limited to, face-to-face, texting, phone calls, or social media activity via mobile or electronic devices.

Professional Conduct toward Parents, Community, and Colleagues

1. Endeavors to understand and respect the values and traditions of the diverse cultures represented in the community and in the classroom.
2. Manifests a positive role in academic institution/community relations.
3. Treats others with courtesy, kindness, and respect at all times.
4. Takes responsibility for one's own actions.
5. Refuses to accept any and all gifts, from students or academic institution employees.

Kelly Contact Policy:

For your own safety as well as that of students, Kelly requires adherence to a 'no-touch' policy as it relates to physical contact between you and students in the general preK-12 environment. However, if you are specifically working in a position that may require contact with students (for example, special needs or early childhood assignments), your position description specifically permits touching, and you have received the proper training, appropriate touch will be commensurate with the expectations of your job.

I have reviewed, read, and received a copy of the **Standards of Professional Conduct (e1450)**. I have familiarized and will conduct myself in accordance with the standards as outlined. I agree that, if hired, I will perform the duties in accordance with the expectations and policies of Kelly Services, Inc. and its subsidiaries, and all academic institution locations to which I am assigned. I understand that violation of these standards will be subject to disciplinary action up to and including termination.

Name

Date