



8. Employees Responsibilities and Conduct. District employees are expected at all times to represent District to the public in a professional manner, which is pleasant, respectful, ethical, compassionate and helpful.

8.1. Standards of Professional Conduct. Since the proper working relationship between employees and the District depends on each employee's on-going job performance, professional conduct and behavior, the District has established the following standards of conduct:

8.1.5. Basic tact and courtesy towards the public and fellow employees;

8.1.6. Adherence to District practices, procedures, safety rules and safe work practices;

8.1.7. Compliance with directions from supervisors;

8.1.8. Preserving and protecting the District's equipment, grounds, facilities and resources;
and

8.1.9. Providing orderly and cost-efficient services to its citizens.

8.1.10. In addition to the general standards of conduct described above, there are some specific expectations that the District has of all staff, including:

(a). When a Lifeguard is on a not on guard duty, they are not on a break. They are expected to be working. Shift supervisors are available to provide suggestions for tasks if needed.

(b). Staff must refrain from eating or using cell phones for personal business while on duty. Staff are welcome to do these things in the staff rooms while on a break.

(c). Staff must refrain from distracting others who are guarding.

(d). Staff must refrain from standing or sitting behind the front desk unless they are engaging in a work-related task that requires them to be there.

8.1.11. Staff who take on swimming instruction shifts have an even greater set of expectations that, if followed closely, will make them valuable members of the team and well-loved by their students.

(a). Class times are very short. Do not use class time to prepare or set up. Have reports cards ready and set out lane lines before class starts. If there are no report cards available, please ask the shift supervisor for help.



- (b).** Always introduce yourself to parents at the first lesson: “Hi, my name is...and I’ll be your child’s instructor. Thank you for joining my class”. Say hello again to parents before each class and take a moment to talk to them at the end of each class as well, providing a suggestion for skills they might want to work on between classes if possible. To save time, do this with the group all together rather than one-to-one.
- (c).** Recognize that parents are watching closely. If a parent sees an instructor is being sloppy or like they don’t care, they will talk about it.
- (d).** Taking swim instruction shifts means making a commitment to the students. The District expects every swimming instructor to take that commitment seriously and show up for every class in a series unless they are too ill to do so.