

## GBEBD - EMPLOYEE COMMUNICATIONS

This policy concerns communications made by classified, licensed and administrative District employees pursuant to the duties and/or responsibilities of their District employment, as well as communications made by classified, licensed and administrative District employees on their own time outside the duties and responsibilities of their District employment.

### COMMUNICATIONS MADE BY DISTRICT EMPLOYEES PURSUANT TO THE DUTIES AND/OR RESPONSIBILITIES OF THEIR DISTRICT EMPLOYMENT

Communications made by District employees in their official capacity have official consequences. For this reason, the District must ensure that such communications are accurate; demonstrate the District's commitment to its educational values, policies, initiatives and curriculum. Accordingly, the substance and medium of communications made by District employees pursuant to the duties and/or responsibilities of their District employment shall comply with the following:

Communications that harm close working relationships and/or cause workplace discord;

Communications that create a conflict of interest with respect to the job duties and/or responsibilities of the employee who makes them;

Communications that harm p[ • ã^ Á ã^ Á ~ ^ & ã^ Á ^ | ã^ } • @ • Á ã^ @ Ö ã d ã^ Á students, parents and/or community;

Communications that disclose confidential information regarding any District students or staff members, or that disclose confidential information related to District operations;

CROSS REFS:

CA, District Governance

EHA, District Information Technology

GBAA, Harassment of Employees

GBEE, Employee Use of District Information Technology

JBB, Harassment of Students