
it for other than authorized activities.

- I. Employees shall not engage in unauthorized outside employment or activities, including seeking or negotiating for employment that conflicts with official DOE duties and responsibilities.
- J. Employees shall, in good faith, disclose waste and abuse and corruption to appropriate authorities, and in doing so shall be protected from reprisal.
- K. Employees shall respect the rights and privacy of other employees and shall not use their position, authority or other means to injure another person or employee for personal reasons or malicious purposes.
- L. Employees shall refrain from the unlawful use of drugs and alcohol. Drugs shall mean those drugs identified in the Drug-Free Workplace Program Policy and Operating Procedures (DFWPPOP).
- M. Employees shall be courteous and helpful to clients and members of the public.
- N. Employees shall be courteous to other employees and respect supervisory authority.

903.100 OATH OF OFFICE

All persons employed by DOE, or accepting employment with DOE shall subscribe and certify to the prescribed loyalty oath. This oath may be administered by the Director of Education/Superintendent or the officers, or employees designated by him at the time of employment processing. Failure to take such oath, or certifying falsely to such oath, such be cause for disciplinary action, dismissal or rescindment of employment offer.

903.200 NEPOTISM

- A. Spouses and persons within the first degree of relation such as brother/sister or parent/child may not be employed in the same division in a direct supervisor-subordinate relationship in the classified and unclassified service. Exception to this rule may only be made for the good of the service upon the approval by the Civil Service Commission.