



Arts Academy in the Woods Employee Expectations

All employees of the Academy are expected to:

- treat others with dignity and respect at all times
- conduct themselves in an ethical manner at all times
- support the mission and values of the school
- comply with current departmental, school, and State of Michigan expectations, policies and procedures

The following are minimum expectations of acceptable workplace behavior and performance:

All employees are expected to:

- Report to work as scheduled and seek approval from their supervisors in advance for any changes to the established work schedule, including the use of leave and late or early arrivals and departures. Notify the office by 6 am for absences
- Perform assigned duties and responsibilities with the highest degree of public trust.
- Devote full effort to job responsibilities during work hours.
- Maintain the qualifications, certification, licensure, and/or training requirements identified for their positions.
- Demonstrate respect for the Academy and toward coworkers, supervisors, managers, subordinates, students, and customers.
- Use school equipment, time, and resources judiciously and as authorized.
- Support efforts that ensure a safe and healthy work environment.
- Utilize leave and related employee benefits in the manner for which they were intended.
- Resolve work-related issues and disputes in a professional manner and through established business processes.
- Meet or exceed established job performance expectations.
- Make work-related decisions and/or take actions that are in the best interest of the Academy.



- Comply with the letter and spirit of all state and agency policies and procedures.
- Report circumstances or concerns that may affect satisfactory work performance to management, including any inappropriate (fraudulent, illegal, unethical) activities of other employees.
- Provide two weeks' notice to supervisor prior to accepting outside employment.
- Obtain approval from supervisor prior to working overtime.
- Work cooperatively to achieve work unit and Academy goals and objectives.
- Conduct themselves at all times in a manner that supports the mission of the Academy and the performance of their duties.

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