

**Cincinnati CITY SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES**

<b>Procedure Name</b> <b>Classified Employee Ethics</b>	
Procedure No. 4210-00-01	Eff. Date: 12/7/2009
Implements Board Policy (ies) <u>4210- Classified Employee Ethics</u>	Last Reviewed: <u>12/7/2009</u>

**1. Background**

Describe relevant background to the implementation of the policy.

The Board of Education expects all classified employees to maintain high standards in their working relationships, and in the performance of duties.

**2. Responsibilities**

Title: Paul McDole, Director of Human Resources	
Address: 2651 Burnet Ave., Cincinnati, OH 45219	
Phone: 513-363-0149	Cell phone: 513-207-1945
Describe responsibilities:	

**3. Action Steps**

Describe the action steps relevant to the implementation of the policy.

-

#### **4. Equity Considerations**

Describe any equity considerations relevant to the implementation of this policy.

#### **5. Additional Information**

Describe any additional information relevant to the implementation of the policy.