

4025 STANDARDS OF CONDUCT FOR PERSONNEL

Public confidence in the integrity and objectivity of all employees is an essential ingredient for the effective operation of the School District. Employees of the School District are entrusted with the welfare, property, security, and safety of the citizens they serve. Therefore, a need exists for standards of conduct applicable to all employees of the School District to ensure that the integrity of the School District is preserved.

Employees should pursue a course of conduct that does not violate public trust. Each employee should be aware that adherence to high ethical standards is vital to the successful performance of the individual's specific job in the school district. The public must be assured that no conflict exists between private interests and the official duties of employees of the School District.

The following standards shall apply to all employees of the School District:

1. Employees of the School District shall not accept other employment, temporary/part-time, or engage in private enterprises which will impair their independence of judgment in the exercise of School District duties. In evaluating the appropriateness of accepting other employment or operating a business, the employee shall consider the implied as well as a real conflict of interest. If an employee questions the propriety of other employment, he or she should consult his/her superiors for advice.
2. Employees shall not advertise, promote, or attempt to sell any article, investment, insurance, or other financial proposition to any person or business he/she supervises or inspects in the normal course of employment with the School District.
3. Employees shall not accept or agree to accept any compensation, reward, or gift for any service, advice, or assistance on matters related to School District employment with the following exceptions:
 - a. employees who accept student teacher placements from teacher preparation institutions may accept an honorarium or stipend from that respective institution and
 - b. in the event that a co-curricular or extra-curricular activity cannot take place due to a lack of officials or judges, a coach or advisor of a participating Duluth School District team or group may officiate or judge and be compensated for that service.
4. Employees should endeavor to pursue a course of conduct which will not raise suspicions among the public that they are likely to be engaged in acts that are in violation of the public trust. Each employee should remain conscious that the appearance as well as the reality of high ethical standards is vital.

5. Employees should not involve themselves in substantial outside employment beyond their normal work day during periods of time when they are not on vacation or leave of absence which would impair their ability to satisfactorily carry out their job-related responsibilities to the School District, impair their ability to provide for the safety of children to which they are in charge, or adversely affect the safety of co-employees.

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