

## **GENERAL PERSONNEL**

### **Employee Ethics; Conduct; and Conflict of Interest**

#### Professional and Appropriate Conduct

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the Code of Ethics for Illinois Educators, adopted by the Illinois State Board of Education, is incorporated by reference into this policy and is attached as an exhibit to this policy. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

#### Statement of Economic Interests

The following employees must file a "Statement of Economic Interests" as required by the Illinois Governmental Ethics Act:

- 1 Superintendent;
- 2 Building Principal;
- 3 Head of any department;
- 4 Any employee responsible for negotiating contracts, including collective bargaining agreement, in the amount of \$1,000 or greater;
- 5 Hearing officer;
- 6 Any employee having supervisory authority for 20 or more employees; and
- 7 Any employee in a position that requires an administrative or a chief school business official endorsement.

#### Ethics and Gift Ban

School Board Policy 2.105, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

#### Prohibited Interests, Conflict of Interest, and Limitation of Authority

In accordance with Section 22-5 of the School Code, no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected, except when the employee is the author or developer of instructional materials listed with the State Board of Education and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. District

employees, officers, or agents are prohibited from participating in the selection, award, or administration of a contract supported by a federal award if they have a real or apparent conflict of interest.

Outside Employment

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

Full-time district administrators who are, or seek to engage in outside employment during their 10 month, 11 month, or 12 month assignments must submit a written request to the Superintendent setting forth:

1. The name and location of the employing entity;
2. The hours of work associated with the secondary employment; and
3. The compensation provided for such outside employment.

Written permission from the Superintendent is required before the full-time administrator may engage in outside employment during their 10 month, 11 month or 12 month assignments. For purposes of this policy, outside employment includes any service for which compensation may, or will be paid including, but not limited to, consulting services.

LEGAL REF.: U.S. Constitution, First Amendment.  
 2 C.F.R. §200.318(c) (1)  
 5 ILCS 420/4A-101 and 430/1 et. seq.  
 5 ILCS 430/et seq.  
 30 ILCS 708/1 et seq.  
 50 ILCS 135/1 et. seq.  
 105 ILCS 5/10-22.39 and 5/22-5  
 775 ILCS5/5A-102  
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968) Garcetti v. Ceballos, 547 U.S. 410 (2006).

CROSS REF: 2.105, 4.60, 5.100, 5.125

Adopted: July 8, 1997

Revised: May 25, 2004  
 March 23, 2010  
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 June 8, 2021