

## PERSONNEL

### GENERAL PERSONNEL - ETHICS, CONDUCT, AND CONFLICT OF INTEREST

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 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. 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
7. Any employee in a position that requires an administrative or a chief school business official endorsement

#### Ethics and Gift Ban

School Board policy, 235 *Ethics and Gift Ban*, applies to all District employees.

#### Political Activities

Students shall not be used in any manner for promoting a political candidate or issue. District employees shall not let their political activities interfere with their job responsibilities.

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

No District employee shall be directly or indirectly interested in any contract, work, or business of the District, or in the sale, proceeds, or profits of any book, apparatus or furniture used or to be used in any school in the District, 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 as required by the Illinois School Code.

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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. This includes participation in the selection, award or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in the entity selected for the contract:

1. Any person that has a close personal relationship with an employee that may compromise or impair the employee's fairness and impartiality, including a member of the employee's immediate family or household;
2. An employee's business partner; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 235 *Ethics and Gift Ban*.

Outside Employment

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

LEGAL REF.: U.S. Constitution, First Amendment;  
Illinois Governmental Ethics Act, 5 ILCS 420/4A-101;  
5 ILCS 430/, State Officials and Employee Ethics Act;  
30 ILCS 708/, Grant Accountability and Transparency Act;  
Illinois Local Governmental Employees Political Rights Act, 50 ILCS 135/1 et seq.;  
Illinois School Code, Sec. 22-5 (105 ILCS 5/22-5);  
325 ILCS 5/, Abused and Neglected Child Reporting Act  
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968)  
2 C.F.R. §200.318(c)(1)  
105 ILCS 5/10-22.39  
775 ILCS 5/5A-102 III. Human Rights Act;  
23 III. Admin. Code Part 22, Code of Ethics for Illinois Educators  
Garcetti v. Ceballos, 547 U.S. 410 (2006)

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