

**GENERAL PERSONNEL**

**Ethics**

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. Students shall not be used in any manner for promoting a political candidate or issue. Any employee who sexually harasses a student or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

The following employees must file a “statement of economic interest” 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 agreements, in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for twenty (20) or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

**Cooperation with Investigations**

All District employees are required to cooperate with and provide truthful information for investigations of wrongful conduct or ethical code violations conducted by the District or its agents. The District will comply with applicable state, federal and local laws as well as applicable collective bargaining agreements in enforcing this policy.

**Ethics and Gift Ban**

Board Policy 2:105, Ethics and Gift Ban, applies to all District employees.

**Outside Employment and Conflict of Interest**

No district employee shall be directly or indirectly interested in any contract, work or business of the district, or in the sale of any article by or to 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.

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.

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.

LEGAL REF.: U. S Constitution, First Amendment  
5 ILCS 520/4A-101 and 430/1-1 et seq.  
50 ILCS 135/1 et seq.  
Pickering v. Board of Township H.S. District 205, 391 U.S. 563  
1968)  
105 ILCS 5/22-5 and 5/24-22  
45 C.F.R. §164.502  
105 ILCS 10/1 et seq.  
820 ILCS 40/1 et seq.

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:250 (Access to District Public  
Records)

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