

**PERSONNEL****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.

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

1. Superintendent, Assistant Superintendent
2. Building Principal, Assistant 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**

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.

**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 school hours and such other times as are necessary to fulfill appropriate assigned duties.

**Gifts to Staff Members**

Students, parents and others shall be discouraged from the routine presentation of gifts to District employees. Letters of appreciation to staff members shall be welcome always.

When a student feels a spontaneous desire to present a gift to a staff member, it should not be elaborate nor unduly expensive. Simple remembrances expressive of affection or gratitude shall not be regarded as contrary to the spirit of this policy.

Faculty and staff should not solicit or collect money or gifts from students for another faculty or staff member.

Cross Ref: 2:105

LEGAL REF.: U.S. Constitution, First Amendment.

50 ILCS 135/1 et seq. [Ill. Rev. Stat., ch. 85, & 7601 et seq.].

105 ILCS 5/22-5 and 5/24-22 [Ill. Rev. Stat., ch. 122, && 22-5 and 24-22].

5 ILCS 420/4A-101 [Ill. Rev. Stat., ch. 127, & 604A-101].

Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).

ADOPTED: October 5, 1993

REVISED: August 6, 1996

REVISED: April 3, 2007