

## STAFF CODE OF ETHICS

The Board of Education recognizes that sound, ethical standards of conduct serve to increase the effectiveness of district staff as educational leaders in their community. Actions based on an ethical code of conduct promote public confidence and the attainment of district goals. The Board also recognizes its obligation, under the provisions of the General Municipal Law, to adopt a code of ethics setting forth the standards of conduct required of all employees.

Therefore, employees of the district shall adhere to the following code of conduct:

1. *Gifts:* An employee shall not directly or indirectly solicit, accept, or receive any gift having a value of \$75 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part.  
However, the Board welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to staff members. Gifts from children that are principally sentimental in nature and of insignificant financial value may be accepted in the spirit in which they are given.
2. *Confidential information:* An employee shall not disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest. In addition, he/she shall not disclose information regarding any matters discussed in an executive session of the Board whether such information is deemed confidential or not.
3. *Representation before the Board:* An employee shall not receive or enter any agreement, express or implied, for compensation for services, other than employment with the district, to be rendered in relation to any matter before the school district.
4. *Representation before the board for a contingent fee:* An employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the school district other than employment with the district, whereby the compensation is to be dependent or contingent upon any action by the school district with respect to such matter, provided that this paragraph shall not prohibit the fixing at anytime of fees based upon the reasonable value of the services rendered.
5. *Disclosure of interest in matters before the Board:* Any employee of the district, must publicly disclose the nature and extent of any interest they or their spouse have, will have or later acquire in any actual or proposed contract, purchase agreement, lease agreement or other agreement involving the school district (including oral agreements), to the Board and his/her immediate supervisor (where applicable) even if it is not prohibited interest under applicable law. Such disclosure must be in writing and

made part of the official record of the school district. Disclosure is not required in the case of an interest that is exempted under Section 803(2) of the General Municipal Law. The term “interest” means a pecuniary or material benefit accruing to an employee.

6. *Investments in conflict with official duties:* An employee shall not invest or hold any investment directly in any financial, business, commercial or other private transaction that creates a conflict with his or her official duties.
7. *Private employment:* An employee shall not engage in, solicit, negotiate for or promise to accept private employment when that employment or service creates a conflict with or impairs the proper discharge of his or her official duties.
8. *Future employment:* An employee shall not, after the termination of employment with the Board, appear before the Board or any panel or committee of the Board, in relation to any case, proceeding, or application in which he or she personally participated during the period of his or her employment or that was under his or her active consideration. This shall not bar or prevent the timely filing by a present or former employee of any claim, account, demand or suit against the district on his or her own behalf or on behalf of any member of his or her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

#### *Distribution of Code of Ethics*

The Superintendent of Schools shall cause a copy of this Code of Ethics to be distributed to every employee of the school district. Each employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her employment. In addition, the Superintendent shall ensure that a copy of Article 18 of the General Municipal Law shall be kept posted in each public building under the district’s jurisdiction in a place conspicuous to the district’s employees.

#### *Penalties*

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this Code of Ethics may be fined, suspended or removed from employment in the manner provided by law.

Cross-ref:      1810, Gifts to School Personnel  
                     2330, Executive Sessions  
                     6700, Purchasing

Ref: General Municipal Law §§806-808

Public Officers Law, Articles 6; 7

New York Civil Service Law §75

Note: Policy added, regulation deleted

(The General Municipal Law requires all Boards of Education to adopt a written Code of Ethics for their officers and employees.)

Adoption date: June 6, 1994

Revision dates: Mar. 30, 1998; Apr. 26, 2007

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