

## 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
2. Building Principals
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 officers
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

### Political Activities

District employees shall not let their political activities interfere with their job responsibilities. 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 working hours and such other times as are necessary to fulfill appropriate assigned duties.

### Tutoring

Teachers are prohibited from tutoring any 'of their own students' for a fee.

Use of School Equipment, Etc. for Duties Unrelated to District Activities

School District employees shall not perform duties related to an outside job unrelated to District activities using any District time, facilities, equipment, materials, personnel, or students.

LEGAL REF.: U.S. Constitution, First Amendment.  
5 ILCS 420/4A-101.  
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].  
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).

Adopted: October 11, 1995

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