

PERSONNEL 2.0

POLICY: 2.8

**EMPLOYEE CODE OF ETHICS**

The Centennial School Board recognizes that District employees have special legal and ethical obligations as public servants and educators of our students and hereby sets forth guidelines and requirements for an Employee Code of Ethics.

The Superintendent is responsible for the implementation of this policy.

**Policy: 2.8**  
Adopted:.....02/26/08

EMPLOYEE CODE OF ETHICS

I. Purpose

All persons employed by the Centennial School District, regardless of their role, have legal and ethical obligations to practice and model core principles.

II. Core Principles

- A. The primary concern of an employee shall be to promote the School District's mission to provide students with a quality education in a safe setting that reflects the District's commitment to the highest ethical standards.
- B. All School District employees are expected to acknowledge and accept responsibilities stated in this Code and interpret and apply them to create an environment that fosters public and collegial trust, personal and institutional integrity, high levels of competence and accountability and a positive atmosphere characterized by integrity, fairness, respect and caring. As such, in carrying out the functions of their position, all employees are expected to:
  - 1. Be honest
  - 2. Treat all persons with respect
  - 3. Take responsibility and demonstrate accountability for their actions
  - 4. Strive to be fair in all matters
  - 5. Pursue excellence
  - 6. Obey all laws and regulations
  - 7. Avoid conflicts of interest or any appearance of impropriety
  - 8. Work in co-operation with others to protect and improve the School District community and advance the well-being of students
  - 9. Represent the School District in a manner that engenders public trust in its integrity and competence.

III. Application of Code of Ethics

This Code of Ethics applies to all employees of the Centennial School District.

IV. Interpersonal Relationships

- A. Honesty and Integrity. School District employees must conduct themselves in a manner that engenders respect and trust in their integrity, competency and devotion to the mission of the School District. School District employees shall demonstrate personal

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trustworthiness by being honest and avoiding any form of falsification, misrepresentation, deception or cheating.

- B. Atmosphere of Integrity. A School District employee must strive to establish and uphold an atmosphere of integrity that encourages honesty. A School District employee shall assure that all official actions affecting students and co-workers shall reflect adherence to the highest standards of integrity and fairness.
  - C. Fairness. A School District employee shall be fair, open-minded and impartial in exercising his/her authority. A School District employee shall strive to assure that all actions promote fairness and equity for all employees, students, and others affected.
  - D. Maintaining a Respectful Environment. A School District employee shall strive to create and sustain a respectful, fair and caring environment by treating all persons with a high degree of respect by being civil and courteous.
  - E. Candor Regarding Working Relationships. School District employees shall demonstrate a high degree of accountability by being candid and forthright in giving timely, complete and accurate information to help their supervisors, co-workers and members of the Board of School Directors to make informed and intelligent decisions.
- V. Improper Conduct
- A. Improper Use of Resources. School District employees shall not engage in any conduct that involves misuse of funds, facilities, property, time or other public assets.
  - B. Improper Use of Position. School District employees shall not use their authority, discretion, power and/or resources to attain personal or private gain or advantage for themselves or any other person. In dealing with personal matters, a School District employee shall not use official letterhead.
  - C. Appropriate Conduct. A School District employee shall treat students and other School District employees with respect. Language that relates to race, ethnicity, religion, national origin, sexual orientation, age, sex, or disability in a profane or joking way shall not be used in any job-related situation.
  - D. Misuse of Time. The time and services of all School District employees during working hours are assets of the District that should be used only for School District business. A School District employee shall avoid conducting personal business on District time.
  - E. Misuse of Personnel. A School District employee shall not direct, cause, induce or permit another District employee to perform personal services on District time.
  - F. Misuse of Technology Resources. A School District employee shall not make improper use of computer and internet technology. Unacceptable uses of technology are detailed in the District's "Acceptable Use of Computer Technology", Policy 7.24.

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VI. Conflicts of Interest

School District employees shall not engage in conduct that constitutes a conflict of interest. This shall include, but not be limited to, misuse of authority or the use of any confidential information received through his/her employment.

- A. Financial Interest. A School District employee shall not engage, or have any interest, financial or otherwise, direct or indirect, in any business, transaction or professional entity which conflicts with or impairs the proper discharge of official duties as a District employee.
- B. Contracting/Procurement Decisions. A School District employee shall not participate in the decision to make any contract or purchase between the School District, including Student Activity Funds, and any business or entity in which the employee has a personal or financial interest. School District employees shall be deemed to have a financial conflict of interest in a decision if it is reasonably foreseeable that the decision will have a material financial effect on:
  - 1. The employee's immediate family (spouse, domestic partner, parent, sibling, or child) distinguishable from its effect on the public generally;
  - 2. Any business entity in which the employee or a member of the employee's immediate family has a direct or indirect investment or in which the employee or a member of the employee's family is a director, officer, partner, trustee, employee, or holds any position of management;
  - 3. Any real property in which the employee or a member of the employee's immediate family has a direct or indirect interest;
  - 4. Any source of income for the employee or the employee's immediate family.

A School District employee who has a financial conflict of interest because of his/her relationship with a business must excuse himself/herself from any decision concerning that entity.

- C. Honoraria. A School District employee must report any honorariums received for services rendered during the regular work day. The supervisor shall have the authority to limit the honoraria at his/her discretion.
- D. Tutoring. A School District employee shall not tutor or counsel as a private enterprise, for compensation, pupils assigned to his/her class.
- E. Solicitation. A School District employee shall not advertise nor conduct personal business activities on School District property during work hours.

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- F. Employee Publications. A School District employee shall not participate in the review and approval of publications or materials for School District purchase if the employee is the author/editor of or has any financial interest in the sale of such publications or materials.
  - G. Referrals. A School District employee shall not refer a parent or student to a service, service provider or product in return for anything of value. Employees making referrals as part of their official duties shall make referrals to more than one provider of the service or product.
  - H. Outside Income. School District employees shall not accept any outside earned income in any situation where the receipt of income would be inconsistent, incompatible or in conflict with their official duties.
  - I. Political Campaign. A School District employee may not campaign, raise money or utilize School District resources for any candidate for political office on school property during the regular work day. Further, the School District employee may not utilize School District resources for such purposes.
  - J. Gifts and Gratuities. School District employees who are in the position to make or influence a decision to spend District funds shall not solicit or accept any personal gifts, favors or benefits of more than nominal value during a calendar year from any single person or organization that might benefit from the employee's decision.
  - K. Statement of Financial Interest. In accordance with Pennsylvania law, the School District requires each administrator to file a Statement of Financial Interest with the Office of the Superintendent by April 1 of each year for the prior calendar year.
  - L. Conflict of Interest Resolution. In the event that a question of Conflict of Interest or the appearance of Conflict of Interest arises, the matter shall be referred to the Superintendent or his/her designee. Where appropriate, the Superintendent shall call all instances involving Conflict of Interest to the attention of the Board of School Directors with a recommendation as to how the conflict situation might best be resolved.
- VII. Personnel Matters
- A. Hiring and Promotion Decisions. A School District employee who is in a position to make or influence hiring or promotion decisions shall strive to select the person whose job-related competency and character most closely matches the need of the work site/district as demonstrated by qualifications, experience and work history and performance in official District selection processes. Further, any school district employee directly involved in the hiring process shall disclose personal and/or familial status of the applicant and shall reclude himself/herself from the final selection process.

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- B. Supervising Relatives. There is no prohibition on immediate family members from working at the same facility or program. Nevertheless, where immediate family members work with each other in superior-subordinate situations, there can be an appearance of impropriety. In such cases the Superintendent or designee will determine the details of the supervision responsibility.
- C. Negotiations for Future Employment. In order to avoid conflicts of interest and appearances of impropriety, a School District employee shall not discuss or negotiate the possibility of future employment with any person or organization that will benefit the employee upon separation from the School District.

VIII. Procurement Protocol

School District employees must discharge their duties impartially so as to assure fair competitive access to School District procurement by responsible contractors. They should conduct themselves in such a manner as to foster public confidence in the integrity of the School District's procurement process.

- A. Procurement Information. A School District employee who has access to confidential information relating to contracts, construction, or procurement must maintain the confidentiality of such information and not disclose or use it for any purpose other than in the proper performance of the employee's job.
- B. Prohibited Procurement Actions. No School District employee shall solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with:
  - any decision, approval, disapproval, recommendation, preparation of any part of a program requirement of a purchase request
  - influencing the content of any specification or procurement standard
  - rendering of advice
  - investigating, auditing, or in any other advisory capacity in any proceeding or application
  - request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.

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IX. Disposition or Sale of Assets

No employee of the District, or a member of the employee's immediate family, shall be permitted to purchase or acquire any District assets even if the assets are deemed to be surplus and no longer needed by the School District prior to the assets being advertised to the public and a fair and equitable bidding process is established.

X. Reporting Improper Conduct

- A. School District employees shall protect and safeguard the public's trust by reporting unethical, illegal or dangerous conduct to any supervisor with whom the employee feels comfortable or to the Superintendent. Supervisors who receive such reports shall report the matter to the Superintendent. This obligation to report misconduct arises whenever a School District employee has personal knowledge that another employee's conduct constitutes: (1) a violation of the law or this policy; (2) gross mismanagement; (3) a significant waste of funds; (4) an abuse of authority; (5) a substantial and specific danger to public health or safety; (f) other conduct that could injure the reputation of the District or subject it to liability.
- B. A School District employee shall not file frivolous or unsubstantiated complaints regarding misconduct of other employees, nor shall they abuse the process by which misconduct may be reported.
- C. Prohibition of Retaliation. School District employees shall not use or threaten to use official authority or influence to discourage, restrain or interfere with any other employee from reporting facts believed to constitute improper, unethical or illegal conduct nor shall they harass, punish or retaliate against any employee who has made a good faith complaint.

XI. Confidentiality

- A. Confidential Information. School District employees shall abide by all laws and District policies concerning confidential information. A School District employee shall not disclose confidential information concerning property, personnel matters, or affairs of the District or its employees, without proper authorization, or use such information to advance the financial or other private interests of the officer, employee or others. Nothing in this provision shall be interpreted as prohibiting the practice of "whistle-blowing."
- B. Confidentiality of Meetings. A School District employee must honor confidentiality agreements and policies concerning the content and source of comments and actions occurring during staff, faculty, and parent meetings.

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XII. Compliance

A School District employee shall uphold all laws and regulations of the United States and the Commonwealth of Pennsylvania and all other applicable government entities, and the policies, procedures, rules and regulations of the School District, including applicable collective bargaining agreements.

XIII. Enforcement

- A. Violations of this policy may result in administrative or disciplinary actions including suspension or dismissal as well as referral to appropriate authorities for civil and/or criminal prosecution. Determinations made with respect to potential violations of the policy shall in no way preclude or replace any other legal action or grievance procedures under any applicable collective bargaining agreement that may be warranted by the conduct.
- B. Examination of Records. The School District reserves the right to review records to determine abuse of privileges relating to the use of District-owned telephones (including cellular phones), papers, computers (including internet access), copy machines, automobiles and/or transportation vehicles.