

STAFF PERSONNEL

Series 500

Policy Title . . . ADMINISTRATOR AND TEACHER
CODE OF ETHICS

Code No. 522.4

Administrators and teachers shall comply with 1991 Wisconsin Act 39 Code of Ethics for Local Government Employees and Chapter 946 Wisconsin Statutes, Crimes against Government and Administration Specifically, administrators and teachers shall not:

- Use their position for financial gain or to obtain anything of substantial value for the private benefit of his/her self, his/her immediate family or an organization to which s/he belongs.
- Solicit or accept from any person, directly or indirectly, anything of value if it could be reasonably expected to influence his or her official actions or independent judgment or it could be considered a reward for any official action or inaction.
- Take any official action that substantially affects a matter in which the official, a member of his or her immediate family, or an organization with which the official is associated has a substantial financial interest.
- Use his or her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the official, members of his/her immediate family or an organization with which the official is associated.
- In a private capacity, negotiate, bid for, or enter into a contract in which there exists a private pecuniary interest, direct or indirect, if at the same time the administrator or teacher is either required or authorized by law to participate in his or her official capacity in the making of that contract, or to perform an official function with regard to that contract, unless the contract or contracts amount to less the \$7,500 per year in total receipts and disbursements by the state.

Revised:
September 13, 1993
Reviewed:
July 14, 2008

Legal Reference:
Wisconsin Statutes s.s. 1942(7u),
s.s. 19.59 (1)(a), s.s. 19.59(1)(b)
s.s. 19.59 (1)(c)1., s.s. 19.59(1)(c)2.,
s.s. 19.59 (1m), s.s. 118.24,
s.s. 946.13(1)(a), s.s. 946.13(2)(a)
Cross Reference: 211.1Conflict of Interest

STAFF PERSONNEL

Series 500

Administrative Regulation Title . . . Code of Ethics Code No. R-522.4

Consulting work is defined as providing professional expertise and advisement to any group or individual. Compensation may or may not be a part of such consulting.

It is the position of the school district to encourage those employees with professional skills and knowledge to serve in a capacity of sharing that expertise with other professionals. Much of that sharing is done within the realm of the work assignment through professional associations and the organizations which our district belongs to, in particular the Wisconsin Department of Public Instruction and the Cooperative Educational Service Associations. However, it is recognized that employees may be asked to share their expertise outside the ordinary work assignment, for compensation of some kind.

All consulting work during the regular school work day, whether compensated or not, will require the prior approval of the immediate supervisor. Employees will be required to use their personal days, vacation days (if such are available to the employee), and/or unpaid leave days if available for compensated consulting work. In such cases where an employee's prior approved consulting results in any cost to the district, all such costs must be reimbursed by the employee or the agency for which the consulting is done. The exception to this is where an exchange agreement has been worked out, or where the employee's consulting is part of the work assignment

Exchanges of service between Burlington Area School District personnel and other districts/agencies are also possible. The service received by the Burlington Area School District must directly relate to a district program(s) either operational or under serious consideration. The superintendent will decide whether a proposed exchange meets these criteria.

Any consulting work which is done solely on the employee's own time, is entirely under their own control, and is their responsibility. In such cases, the employee does not act as an agent of the district.

Date of Adoption:
July 8, 1991
Reviewed:
July 14, 2008

Legal Reference: Code of WI
Section 946 (12)(13)(18)