

## ADMINISTRATION

### Series 200

Policy Title. . . CODE OF ETHICS

Code No. 211

It is expected that every employee will subscribed to a code of ethics which fits the profession of which he/she is a member. Further, each member of the staff is expected to conduct him/herself in a manner that will not conflict with local, state or federal laws. This includes compliance with the provisions that are applicable to all District officials and employees who have private pecuniary interests in contracts made with the District.

No staff member shall engage in activities that would hamper his/her efforts to educate the youth of the Burlington Area School District.

District employees shall not accept gifts or gratuities from any person, group or entity doing, or desiring to do business with the school district.

Revised: September 13, 1993  
Revised: November 12, 2007

Legal Reference:  
Wisconsin Statutes, s. s. 19.59,  
s.s. 118.12, s. s. 946.12(3),  
s.s. 946.13(1) (a), s.s. 946.13(2)(a)  
See Code 522.4

## STAFF PERSONNEL

### Series 200

Administrative Regulation Title . . . Code of Ethics                      Code No. R-211

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/Revised:  
November 12, 2007

Legal Reference: Code of WI  
Section 946 (12)(13)(18)  
See Code 522.41