

POLICY 4224  
EMPLOYEE CODE OF ETHICS

Employees shall give their support to the education of Kenosha youth and shall faithfully discharge their professional duties to the district in accordance with the official job descriptions pertaining to their individual assignments.

Channels of communication shall be in accordance with the policies, procedures, rules and regulations of the district.

Employees shall use confidential and privileged information appropriately and with respect for the rights of individuals. Confidential and/or privileged information shall not be used for personal gain or to the detriment of the district.

Employees who choose to engage in any remunerative activity other than that of their position shall avoid any activity that interferes with the execution of the responsibilities of their district position.

Employees shall not solicit or receive anything of value that involves an expressed or implied advantage or influence on any district judgment or decision.

Any complaint about the ethical behavior of an employee or a request for an investigation into the conduct of any employee shall be presented to the superintendent of schools and shall bear the signature of the person making the request.

Employees found in violation of this code may be subject to suitable corrective or disciplinary action.

LEGAL REF.:       Wisconsin Statutes  
                  Sections 118.12(2)   (Sale of goods or services at school)  
                          118.125       (Confidentiality of student records)  
                          946.10        (Bribery of public employees)  
                          946.12        (Misconduct in public office)  
                          946.13        (Private interests in public contracts)  
                  Chapter 19, Subchapter II    (Access to public records)  
                  Chapter 19, Subchapter III   (Code of ethics for public officials)

CROSS REF.:       3420     Purchasing  
                      4223     Staff Misconduct Reporting  
                      4330     Staff Selection and Hiring Process  
                      4331     Conflicts of Interest (Nepotism)  
                      4362     Employee Discipline  
                      4391     Limitations on Outside Employment  
                      Employee Handbook

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 22, 1991

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