

## **Staff Ethics and Conduct**

District employees will not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as staff members. This means that:

1. Employees will not solicit for financial remuneration from students, parents or staff;
2. Any device, publication or any other item developed during the employee's paid time shall be district property;
3. Employees will not further personal gain through the use of confidential information gained in the course of or by reason of position or activities in any way;
4. Employees shall not engage in any other employment, private business or private interests during the hours necessary to fulfill appropriate assigned duties.

No administrator or supervisor will exercise supervisory authority over a person who is a member of his/her family. Persons regularly employed by the district prior to the inception of such relationship will not have employment terminated but may be transferred to another building or placed under different supervision, if necessary, to eliminate potential conflict.

More than one member of an employee's family may be hired as a regular district employee. In accordance with Oregon law, however, the district may refuse to hire individuals, or may transfer current employees, in situations where an appointment would place one family member in a position of exercising supervisory, appointment or grievance adjustment authority over another member of the same family. Employees who are members of the same family may not be assigned to work in the same building except by the superintendent's approval.

"Family," as used in this policy and as defined by law means the wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent or stepchild of the individual.

No district employee may serve as a Board or budget committee member in the district.

Employees shall not at any time engage in any employment or business that would affect their usefulness as employees of the district, would make time and/or energy demands upon the individuals which could interfere with their effectiveness in performing their regular assigned duties, would compromise the school district, would adversely affect their employment status or professional standing, or would in any way conflict with assigned duties. Employees shall not use any district facilities, equipment or materials in performing outside work.

The personal life of a district's employee shall be the concern of and warrant the attention of the Board only as it may directly prevent the employee from properly performing his/her assigned functions during duty hours or violate local, state or federal law, or be prejudicial to his/her effectiveness in his/her teaching position.

Teachers' responsibilities include maintaining cordial relationships with colleagues.

### **Intoxicants and Drugs**

Possession or use of intoxicants or illegal drugs on district property is prohibited, as is reporting for duty or entering district property under the influence of intoxicants or illegal drugs. Violation of this policy will result in discipline up to and including dismissal.

Profanity, vulgarity, obscenity or words known to be offensive to minorities are not to be used by teachers in the presence of students, staff or others in the conduct of district business.

END OF POLICY

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#### **Legal Reference(s):**

[ORS 244.010](#)

[ORS 244.020](#)

[ORS 244.040](#)

[ORS 244.120](#)

[ORS 244.130](#)

[ORS 244.350 - 244.380](#)

[ORS 294.311 \(22\)](#)

[ORS 294.336](#)

[ORS 332.016](#)

[ORS 659A.309](#)

[OAR 584-020-0040](#)

*Oregon Government Standards and Practices Laws, A Guide for Public Officials*, Oregon Government Standards and Practices Commission (Dec. 1993).

#### **Cross Reference(s):**

GCQA/GDQA - Nonschool Employment

GCQAB - Private Tutoring for Pay