

Standards of Ethical Conduct For Employees

Employees of the Board of Education are bound by the same provisions as article IV. Standards of Ethical Conduct for Employees of the Board of Education.

Section 1 – Purpose:

The proper operation of Employees and the school system of the Town of Manchester requires that staff Members be independent, impartial and responsible to the people; and adhere to policy made by the Board of Education through proper channels of the governmental structure; that positions not be used for personal gain; and that the public have confidence in the integrity of its Employees of the Board of Education. In recognition of those goals, these Standards of Ethical Conduct are established with the purpose of setting forth guidelines, standards and limitations for conduct of Employees that are consistent with the best interests of the Town of Manchester and its school system.

Section 2 – Definitions:

As used in these Standards, the words and phrases stated below shall have the following meanings:

- a. “Business” means any corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, holding company, joint stock company, receivership, trust, investment property or any legal entity through which business is conducted for profit or not for profit.
- b. “Close Relative” means the spouse, domestic partner, parent, child, step-child or sibling of any Employee of the Board of Education.
- c. “Confidential Information” means any information concerning the property, business or affairs of the Town of Manchester that is obtained solely by reason of one’s participation in Town government as an Employee of the Board of Education and which is not readily accessible to or ascertainable by any other Employee of the public through alternative means.
- d. “Conflict of Interest” means an action, a Financial Interest, or a Personal Interest that a reasonable person would find to be incompatible with the proper discharge of the duties of an Employee of the Board of Education or that a reasonable person would find likely to impair one’s independence of judgment in the performance of the duties of a Employee of the Board of Education. Without limiting the foregoing definition, a “Conflict of Interest” shall be deemed to exist if an Employee of the Board of Education or a Close Relative:

- 1) Has a Financial Interest or Personal Interest in any sale, purchase or lease of real estate, materials, supplies or services to the Board of Education;
 - 2) Is an Employee, officer, partner, director or consultant of any Business that provides materials or services to the Board of Education, purchases materials or services from the Board of Education, or otherwise contracts with the Board of Education;
 - 3) Has a Substantial Ownership Interest in any Business that provides materials or services to the Board of Education, purchases materials or services from the Board of Education, or otherwise contracts with the Board of Education;
 - 4) Has a Financial Interest or Personal Interest in any legislation or other matters coming before the Board of Education.
 - 5) Has a Financial Interest or Personal Interest in any real property located within the Town (excluding a personal residence), the use or development of which may be subject to regulation by the Town for purposes related to use by the Board of Education.
 - 6) Has accepted any personal service, gift or favor from any person or business having any dealings with the Board of Education.
 - 7) Is employed by or renders services for private interests under circumstances where such employment or service would bring into question his or her independence of judgment in the performance of his or her official duties or permit the inference that he or she has used or disclosed confidential information acquired by him or her in the course of his or her official duties.
- e. “Financial Interest” means that the outcome of a discretionary action by the Board of Education can reasonably be expected to yield an exclusive economic benefit or specific pecuniary gain, beyond that which is available to every other business or individual within the Town, for a Employee of the Board of Education or a Close Relative, or for a Business in which an Employee of the Board of Education or Close Relative holds a Substantial Ownership Interest or has an ongoing business relationship as a client or customer.
- f. “Gift” means anything of intrinsic value which is received, and for which consideration of equal or greater value is not given, including tangible goods, payments, loans, subscriptions, advances, services, entertainment, food, beverage, travel and lodging. Gifts do not include:

- 1) Any item, regardless of value, which is offered to the Town or an Employee of the Board of Education, is accepted on behalf of the Town or the Board of Education, and becomes and remains the property of the Town or the Board of Education.
 - 2) Any item, regardless of value, received from a Close Relative.
 - 3) Items, including cash, with a value not to exceed \$100.00, which are customarily tendered on gift-giving occasions, including Christmas, Hanukkah, birthdays, the birth or adoption of a child, weddings, confirmation or bar/bat mitzvahs, and gifts tendered at the end of the school year provided the total value of such gifts in any calendar year received from any one individual do not exceed \$250.00.
 - 4) Items received by individuals at the time of departure from the Manchester Public Schools or at public occasions held to honor an Employee of the Board of Education.
 - 5) A certificate, plaque or other ceremonial award or recognition costing less than one hundred (\$100.00) dollars.
 - 6) An honorary degree bestowed upon an Employee of the Board of Education by a public or private university or college.
 - 7) The waiver or payment of a registration or entrance fee to attend a civic or philanthropic event to which an Employee of the Board of Education has been invited to participate in his or her official capacity.
 - 8) A complimentary meal provided at a civic or philanthropic event to which Employee of the Board of Education has been invited to participate in his or her official capacity.
 - 9) A meal provided in the home by an individual.
 - 10) Contributions or donations to a charitable cause made in the name of an Employee of the Board of Education.
 - 11) A loan made on terms that are commercially reasonable and not more favorable than loans made in the ordinary course of business.
 - 12) A political contribution otherwise reported as required by law.
- g. "Person" means an individual, sole proprietorship, trust, business, corporation, union, association, firm, partnership, limited liability company, committee, club or other organization or group of persons.

- h. "Personal Interest" means that the outcome of a discretionary action by the Board of Education can reasonably be expected to yield a material benefit, special consideration, treatment or advantage to an Employee of the Board of Education or Close Relative beyond that which is available to every other citizen of the Town.
- i. "Substantial Ownership Interest" means control of, legal ownership of, or a beneficial interest in a Business that exceeds five percent of the outstanding securities of the Business or, if the Business is unincorporated, exceeds five percent of the net worth of such Business.
- j. "Town" means the Town of Manchester and the Manchester Board of Education and the Manchester school system.

Section 3 - Conflicts of Interest.

Conflicts of Interest are not, in and of themselves, a sign of unethical or improper conduct. They are an innocent consequence of the fact that, outside of their service to the Town, Employees of the Board of Education possess a wide array of professional pursuits, financial interests and personal relationships. However, it is expected that Employees of the Board of Education will be acutely sensitive to the existence of possible Conflicts of Interest and, when a possible Conflict of Interest arises, that they will conduct themselves in a manner that will eliminate any question as to the integrity and impartiality of the Manchester Board of Education.

Employees of the Board of Education that are deemed to have a Conflict of Interest shall be subject to and abide by the following standards of conduct:

- a) Any Employee of the Board of Education having a Conflict of Interest with respect to any matter to be acted upon or coming before the Board of Education shall make a full disclosure of that interest and shall consider whether the Conflict of Interest rises to the level that the Employee feels that he or she cannot render an objective and impartial decision and therefore shall disqualify himself or herself from

participating in any deliberation and decision making with respect to that matter.
- b) An Employee of the Board of Education with a Conflict of Interest shall not directly participate in the delivery of any Board of Education service, nor attempt to influence anyone concerning the delivery of services, to that particular person or Business that gives rise to the Conflict of Interest.
- c) An Employee of the Board of Education with a Conflict of Interest shall not directly participate in the awarding of Board of Education contracts, nor attempt

to influence anyone concerning the awarding of Board of Education contracts, to that particular person or Business that gives rise to the Conflict of Interest.

- d) No Employee of the Board of Education shall appear on behalf of a private concern or otherwise represent a private concern (other than himself or herself or except as a witness under subpoena) in any state or federal litigation or administrative proceeding to which the Board of Education is a party, where such representation would be against the interest of the Board of Education.

Section 4 - Preferential Treatment Prohibited:

No Employee of the Board of Education shall seek for himself, or grant to any other person, any special consideration, treatment or advantage beyond that which is available to every other citizen of the Town.

Section 5 – Gifts:

Employees of the Board of Education and Close Relatives shall not accept any gift from any person or business that has business dealings with the Board of Education, or has an interest in any matter that is pending or to be presented before the Board of Education. If it is impossible or inappropriate to refuse an unsolicited gift or offering, the gift shall be accepted on behalf of the Board of Education, shall be delivered to the Superintendent of Schools and shall become and remain the property of the Manchester Public Schools.

Section 6 - Incompatible Employment:

While engaged in the performance of their official duties, Employees of the Board of Education owe a duty of undivided loyalty to the interests of the Board of Education and the Manchester school system. Therefore, no Employee of the Board of Education shall engage in or accept private employment or render services for a Person or Business when he knows or has reason to know that such employment or service could impair his or her independence of judgment in the performance of his or her official duties, or possibly require him to disclose confidential information acquired by him in the course of his or her official duties, or possibly require him to take any other action which might be antagonistic to the interests of the Board of Education and the Manchester school system.

Section 7 - Doing Business with Employees of the Board of Education:

No Employee of the Board of Education shall engage in any private business transaction with the Board of Education without prior written notice to the Superintendent of Schools.

Section 8 - Disclosure or Use of Confidential Information:

Employees of the Board of Education shall not disclose or otherwise disseminate any confidential information or divulge personal matters pertaining to others that do not bear upon the discharge of official duties.

Whether or not it shall involve disclosure, no Employees of the Board of Education shall use or permit the use of confidential information to advance his or her own financial or personal interests or to advance or damage the financial or personal interests of any other business or individual.

Section 9 - Use of Town or Board of Education Property, Assets and Resources:

Town-owned or Board of Education-owned equipment, supplies, property, labor and resources shall be used only for the conduct of approved Town business. No Employee of the Board of Education shall knowingly use or permit the use by others of Town property or Board of Education property for personal convenience or personal profit. However, Employees of the Board of Education may use Town property or Board of Education property, assets and resources to the extent they are made available to the public generally or to the extent that such use is consistent with established policies and procedures governing the use of Town-owned or Board of Education-owned vehicles or communication devices.

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