



POLICY

Title: DISTRICT EMPLOYEE CODE OF ETHICS	Code: C0700
Authority: Wis. Stats., Chapter 19, § 19.41 – 59; Chapter 15.62; Wis. Stats., §§ 38.04(14); 38.12(7); Wis. Stats., § 946.13(1)(a); WTCSB Administrative Code, TCS 6.06; Board Minutes, 2/16/83; 3/28/94; 12/14/99; 3/27/01; 9/25/07	Original Adoption: 2/16/83 Revised/Reviewed: 9/25/07 Effective: 9/26/07

POLICY STATEMENT

1. This Code of Ethics is promulgated in keeping with the district's goals to develop quality educational programs consistent with its philosophy and objectives which lead to gainful employment of students. The observance of high moral and ethical standards by its employees is essential to the conduct of the district. The employee holds his/her position as a public trust, and any effort to realize personal gain through official conduct is a violation of that trust.
 - a. The ethical standards set forth in this policy for employees in the performance of their official duties are intended to discourage conflicts of interest, improve standards of public service and promote and strengthen the faith and confidence of the people of this district in their employees.
 - b. Nothing in this policy shall deny the rights of an employee under the Constitution of the United States, and of this state, the Wisconsin Statutes or any other laws of this state, or under any labor agreement as long as such labor agreement is not in conflict with state or federal laws.
2. The District Board recognizes that:
 - a. Employees retain their rights as citizens to interests of a personal or economic nature.
 - b. An employee may engage in activities outside of his/her official employment duties and responsibilities with the district. However, such outside activities shall not conflict with an employee's official duties and responsibilities with the district.
3. Employees shall devote full attention to their duties, uphold the law, and conduct district business with fairness, integrity, and professionalism, with



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full regard to the public trust of the office.

4. Employees shall endeavor to meet all the requirements of state and federal law and regulations pertaining to education including the regulations of the Wisconsin Board of Vocational, Technical and Adult Education. An employee shall act in what is conceived, in their opinion, to be the best interests of the citizens of the entire district.

CONFLICTS OF INTEREST AND COLLATERAL EMPLOYMENT

The district board must, by necessity, specifically prohibit those activities that will cause a conflict of interest to the employee or to the district. Therefore, no employee shall:

1. Use the district's time, facilities, equipment or supplies or use the prestige or influence of the district's position strictly for his/her private gain or advantage.
2. Accept solely for his/her private gain or advantage, money or anything of value from a business for the performance of an act required as part of his/her official duties.
3. Engage in any collateral employment during the employee's normal business day within the district, that would conflict with the employee's normal duties, or call upon other employees to assist in the carrying out of duties related to the employee's collateral employment.
4. Advocate against the district for another district employee or member of the community who may have or anticipates having a claim against the district or is the subject of a personnel action or legal action by the district. This provision does not apply to union officials representing employees in processing grievances or engaging in other collective bargaining activities.
5. If any questions arise concerning conflicts of interest, the employee shall contact her/his supervisor. The supervisor may consult with the district's General Counsel. The district's final position as to whether there is a conflict of interest will be given by the President.

ACCEPTANCE OF GIFTS, FAVORS, OR HONORARIA

1. No person shall offer or give to an employee or his immediate family, and no employee or his immediate family shall solicit or receive, anything of value based solely on his/her position or relationship with the district.



Title: DISTRICT EMPLOYEE CODE OF ETHICS	Code: C0700
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2. No employee who is assigned or acts as an official representative of the district in the presentation of papers, instruction, talks, demonstrations, expert testimony or makes appearances shall obtain fees solely for personal gain. Any fees, honoraria or reimbursement of expenses which may be offered in connection therewith shall be paid to the district providing the district is reimbursing the individual for his/her expenses (exclusive of salary).
3. Fees and honoraria paid for papers, instruction, talks, demonstrations, expert testimony or appearances made by employees on their own time and not directly part of their official duties, may not be a violation of this rule. Employees should notify the district board prior to accepting fees and honoraria for papers, instruction, talks, demonstrations, expert testimony, or appearances if it appears that a potential for a conflict of interest exists.

POLITICAL ACTIVITIES

In general, the following political activities are prohibited:

1. Using governmental authority to interfere with or affect nomination or election for any public office or position within any political party.
2. Using governmental authority or influence to intimidate, threaten or coerce any person to vote contrary to his or her own voluntary choosing.
3. Using governmental authority to directly or indirectly intimidate, threaten or coerce any person to pay, lend, or contribute anything of value, including services, to any party, organization, group, or individual for political purposes.
4. Using any governmental authority or influence to coerce any individual or group for political action or to confer benefits or effect reprisals to secure desired political action or inaction.
5. Soliciting or receiving subscriptions or contributions for any partisan political purpose while on district time while in a building, office or room occupied for any purpose by the district.

USE OF CONFIDENTIAL INFORMATION

1. No employee shall use confidential information gained in the course of or by reason of his/her public position or official duties solely for private gain either financial or non-financial.



Title: DISTRICT EMPLOYEE CODE OF ETHICS	Code: C0700
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2. No employee shall engage in any collateral employment or business using district information used to administer courses and/or programs. This includes computer-generated lists, syllabi and course materials (prepared at the direction of the district).
3. No employee may exploit his/her position with the district or confidential information for the benefit of family members or friends in seeking employment with the district or other remuneration.

RELATIONSHIPS AMONG MATC STAFF MEMBERS AND/OR STUDENTS

A consensual romantic or sexual relationship between an employee or a subordinate employee may be exploitative in nature, leading to a conflict of interest for the person who is in the position of power and can affect the environment for other students and employees, or the manner in which they are treated. The sexual or romantic relationship, per se, is not the problem. Rather the problem is the conflict of interest and the potential discriminatory or damaging impact of the relationship when a power differential is involved. In keeping with this philosophy, employees are not prohibited from, but are strongly encouraged to avoid developing relationships of a romantic or sexual nature with a student who is currently enrolled in his/her class, a student who is currently receiving guidance from him/her, or an employee he or she is currently supervising. Such a relationship automatically creates the appearance of a conflict of interest.

MISCELLANEOUS PROVISIONS

1. Employees shall not, in their capacity as employees, make an entry in an account or record book or application, certificate, report, or statement, which in a material respect s/he intentionally falsifies.
2. Employees must meet all the requirements of state and federal laws and regulations pertaining to education and certification including the regulations of the Wisconsin Technical College System Board (WTCSB) and the Department of Public Instruction (DPI).

PENALTIES FOR VIOLATIONS

In the event any employee violates this policy, the employee's supervisor and/or the Board may consider any and all appropriate discipline including discharge.

Those employees whose conduct is governed by the State of Wisconsin Ethics Board in addition to action by the district board, could be sanctioned by the State of Wisconsin Ethics Board.