

General Personnel

Ethics

All Cooperative employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional relationships with students, parents, staff members, and others.

The following employees must file a "Statement of Economic Interests" as required by the Illinois Governmental Ethics Act:

1. Executive Director;
2. Principal;
3. Supervisor;
4. Any employee responsible for negotiating contracts, including collective bargaining agreement, in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics and Gift Ban

Board policy 2:105, *Ethics and Gift Ban*, applies to all Cooperative employees. Students shall not be used in any manner for promoting a political candidate or issue.

Outside Employment and Conflict of Interest

No Cooperative employee shall be directly or indirectly interested in any contract, work, or business of the Cooperative, or in the sale of any article by or to the Cooperative, except when the employee is the author or developer of instructional materials listed with the State Board of Education and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the Cooperative nor shall an employee act as an agent of any business in any transaction with the Cooperative.

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

Adopted 8/24/04

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Administrative Procedure - Statement of Economic Interests for Employees

Date	Action
Upon initial employment	All employees who are required to file a <i>statement of economic interests</i> (see policy 5:120) must file such a <i>statement</i> upon initial employment (5 ILCS 420/4A-105).
On or before February 1, annually	Superintendent or designee shall certify to the appropriate county clerks a list of names and addresses of employees who are required to file a <i>statement of economic interests</i> (see policy 5:120). The list shall set out the names in alphabetical order by county of residence. The Superintendent or designee shall send the list to county clerks of the counties in which those employees reside, or if any employee resides outside of Illinois, to the county clerk of the county in which the Cooperative's principal office is located (5 ILCS 420/4A-106).
On or before April 1, annually	County clerk of each county shall notify employees whose names have been certified to him or her of the requirements for filing <i>statement of economic interests</i> (5 ILCS 420/4A-106).
On or before May 1, annually	All employees who are required to file a <i>statement of economic interests</i> (see policy 5:120) must file a <i>statement of economic interests</i> with the county clerk of the county in which the employee resides (5 ILCS 420/4A-106), unless he or she has already filed a <i>statement</i> in relation to the Cooperative within the calendar year (5 ILCS 420/4A-105).