

Board Policy 5270 Personal Conduct

Status: ADOPTED

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Personal Conduct

Employees are expected to maintain high standards of honesty, integrity, and impartiality in the conduct of District business and are required to comply with and conform to the Idaho law and the Code of Ethics of the Idaho Teaching Profession.

In addition to the conduct enumerated in Idaho law and the Code of Ethics of the Idaho Teaching Profession, an employee should not dispense or utilize any information gained from employment with the District, accept gifts or benefits, or participate in business enterprises or employment which create a conflict of interest with the faithful and impartial discharge of the employee's District duties. A District employee may, prior to acting in a manner which may impinge on any fiduciary duty, disclose the nature of the private interest which creates a conflict. Care should be taken to avoid using, or avoid the appearance of using, official positions and confidential information for personal advantage or gain.

Further, employees should hold confidential all information deemed to be not for public consumption as determined by law and Board policy. Employees shall also respect the confidentiality of people served in the course of the employee's duties and use information gained in a responsible manner. Discretion should be employed even within the school system's own network of communication.

District employees who are contacted by the media should direct such inquiries to the Superintendent, or his or her designee.

Administrators and supervisors may set forth specific rules and regulations governing an employees' conduct on the job within a particular building.

Insubordinate Conduct

In the educational setting there are high expectations for employee behavior. This is necessary to ensure effective and efficient operation of the school and to model and reinforce appropriate professional interactions for our students. Accordingly, employees shall treat all administrators and colleagues in an appropriate professional manner.

Employees shall comply with all work-related orders, instructions, and directives issued by a proper authority. Insubordination; manifest disrespect; acts or language which hamper(s) the school's ability to control, manage, or function; displays of unacceptable modeling of rules for students or staff; or any other serious breaches involving improper attitudes or improper action

toward persons in positions of authority are just cause for and may result in employee discipline, up to and including possible termination.

Examples of improper conduct include, but are not limited to:

1. Disobeying an appropriate order, instruction or directive of a supervising employee or administrator;
2. Refusing to accept a reasonable and proper work assignment or directive of a supervising employee or administrator;
3. Disputing or ridiculing authority;
4. Exceeding authority; and/or
5. Using vulgar or profane language to a supervising employee or administrator.

Personnel Conflict of Interest

It is not uncommon for a District, particularly smaller districts, to employ people who are related to one another or romantically involved with one another. However, it is inappropriate for one family member or romantic partner to have direct influence over the other's conditions of employment (i.e., salary, hours worked, shifts, hiring etc.).

For the purpose of this policy, family member or romantic partners are defined as spouse, domestic partner, daughter, son, parent, grandparent, grandchild, sister, brother, mother-in-law, father-in-law, daughter-in-law, or son-in-law.

Pre-Employment Conflict

If a conflict of interest arises prior to employment the current employee with whom the conflict exists should recuse themselves from all decisions involving the selection and hiring for the position.

The hiring committee is generally selected by the superintendent. In the case where a conflict is with the Superintendent themselves the Board Chairman will select the hiring committee and may appoint a board member to sit on that committee. The Superintendent may appoint the next in their chain of command to the hiring committee so all interests are represented. The superintendent or their designee will present the hiring committee recommendations to the board for approval.

Employment

If the individual with the personal conflict is selected, all efforts should be made to ensure that decisions regarding salary, job duties, complaints, or HR issues are not handled by the other conflicted party. Employee/teacher evaluations can be handled by the parties in conflict if no other qualified employee is available to complete the evaluation.

If the conflict cannot be avoided due to the relatively small nature of the district the superintendent should disclose conflict and the recommendations to the board.

Nothing in this policy shall require the Superintendent or Board, in the case when the conflict of interest directly relates to the Superintendent, to not hire or to transfer a current employee to a

different position in an effort to avoid a conflict of interest if doing so would not be in the best interest of the District.

Board Member Conflicts

State Code places strict restrictions on hiring board member spouses and relatives, See Idaho code 33-507.

Legal Reference: I.C. § 33-1208 Revocation, Suspension or Denial of Certificate – Grounds
I.C. § 33-1209 Proceedings to Revoke, Suspend or Deny or Place
Reasonable Conditions on a Certificate
IDAPA 08.02.02.076 Code of Ethics of the Idaho Teaching Profession