

## PERSONNEL

### GENERAL PERSONNEL - Ethics

An effective program requires that all Regional Office of Education employees maintain high standards in their relationships, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional relationships with students, parents, staff members, and others.

### Statement of Economic Interests

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

1. Regional Superintendent
2. Administrators
3. Head of any department
4. Any employee responsible for negotiating contracts, including collective bargaining agreements, in the amount of \$5,000 or greater
5. Hearing officers
6. Any employee having supervisory authority for 20 or more employees
7. An employee holding an administrative certificate or a chief school business official endorsement

All employees who are required to file a statement of economic interests must file such a statement upon initial employment. On or before May, annually, all employees who are required to file a statement of economic interests must file the statement with the county clerk of the county in which the employee resides, unless the employee has already filed a statement in relation to the district within the calendar year.

### Political Activities

The Regional Office of Education recognizes the right of ROE employees, as individuals to engage in political activities of their choice.

No employee shall engage in partisan political activities during the hours that he/she is employed by the ROE. When not on duty at such employment, all ROE employees shall have the same rights as other citizens to participate or not to participate in partisan political activities.

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This policy shall not be construed so as to prohibit: discussion and study of politics and political issues when such discussion and study are appropriate to job performance, opportunity to participate in such citizenship activities outside the classroom as jury duty, voting, discussion of political issues and campaigning for candidates, and any teacher or other ROE employee holding public office, so long as the performance of duties thereof are not in conflict with teaching or regular work assignments.

Students shall not be used in any manner for promoting a political candidate or issue.

Outside Employment and Conflict of Interest

No Regional Office of Education employee shall be directly or indirectly interested in any contract, work, or business of the ROE, or in the sale of any article by or to the ROE, 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 Regional Superintendent.

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

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

LEG. REF.: U.S. Constitution, First Amendment  
Ill. Rev. Stat., Ch. 122, 17-1, 22-5 and 24-22.  
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).

CROSS REF.: 235.00 (ROE Ethics), 240.00 (ROE Conflict of Interest), 500.13 (Gifts to Staff).

Approved: 07/01/01