

## **GBEA**

### **STAFF: CONDUCT, ETHICS, NEPOTISM**

An employee speaking or writing as a citizen should be free from institutional censorship or discipline, but his/her special position in the community carries special obligations. The employee must remember that the public may judge the profession and institution by his/her utterances. Hence the employee should, at all times, be accurate, exercise appropriate restraint, show respect for the opinion of others, and make every effort to indicate that he/she is not a school spokesperson.

#### **Employee Conflict of Interest**

Employees will not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as employees. This includes, but is not limited to:

1. Employees shall not participate for financial remuneration in outside activities wherein their position on the staff is used to sell goods or services pupils or their parents.
2. Employees who have patented or copyrighted any device, publication, or other item shall not receive royalties for use of such item in the District.
3. Employees shall not engage in any type of work where the source of information concerning customer, client, or employer originates from information obtained through the District.
4. School employees shall not solicit or sell for personal gain any educational materials or equipment in the attendance areas served by the School to which they are assigned. Nor will any employees make available lists of names of students or parents to anyone for sales purposes.
5. To avoid nepotism in the supervision of personnel, the Board directs that no employee be assigned in any position where the employee would be responsible to a relative.
6. Supervisors shall not engage in any conduct of a sexual nature with an employee whom they supervise. It is presumed that any conduct of a sexual nature is unwelcome when it applies to a supervisor and employee relationship.

#### **Ethical Behavior**

The Board incorporates by reference and adopts as independent ethical standards relative to employment in the District, the provisions of the New Hampshire Code of Ethics for New Hampshire Educators (the "NH Code of Ethics"), as the same may be amended by the State from time to time. In addition to the ethical standards set forth in the New Hampshire Code of Ethics, and without limiting the application thereof to District employment, employees will:

- Make the wellbeing of students the fundamental value of all decision-making and actions.
- Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
- Maintain just, courteous, and proper relationships with students, parents, staff members, and others.
- Fulfill their job responsibilities with honesty and integrity.

- Direct any criticism of other staff members toward improving the District. Such constructive criticism is to be made directly to the building administrator.
- Obey all local, state, and national laws.
- Obey and implement the School Board's policies, administrative rules and regulations.
- Avoid using position for personal gain through political, social, religious, economic, or other influence.
- Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development.
- Honor all contracts until fulfillment or release.
- Maintain all privacy and confidentiality standards as required by law.
- Exhibit professional conduct both on and off duty.

Sick leaves and personal leave provisions are established for the good of the group as well as for the individual. Abuse of these allowances is detrimental to the profession as a whole.

The Board will protect its employees against claims that may be entered against them as a result of carrying out their assigned responsibilities. To protect its own financial resources as well, the Board will provide for liability coverage for all personnel, malpractice insurance as found needed, workers' compensation, and unemployment coverage.

### **Nepotism**

Rochester School Department permits the employment of qualified relatives of employees as long as such employment does not, in the opinion of the Superintendent, create actual conflicts of interest. For purposes of this policy, "immediate family" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law, "step" relation or any member of the employee's household. The School District will use sound judgment in the placement of related employees in accordance with the following guidelines:

- Individuals who are related by blood, marriage, or reside in the same household are permitted to work in the same department, provided no direct reporting or supervisor to subordinate relationship exists. That is, no employee is permitted to work within "the chain of command" when one relative's work responsibilities, salary, hours, career progress, benefits or other terms and conditions of employment could be influenced by the other relative. The Superintendent shall adjust supervision responsibilities if a conflict in this policy occurs.
- Related employees may have no influence over the wages, hours, benefits, career progress and other terms and conditions of the other related staff members.
- Employees who marry while employed, or become part of the same household are treated in accordance with these guidelines. That is, if in the opinion of the Superintendent, a conflict arises as a result of the relationship, one of the employees may be transferred at the earliest practicable time or supervisory duties changed to solve the conflict.

Any exceptions to this policy must be approved by the Superintendent.

**Adopted:** April 8, 1993

**Amended:** November 10, 2010, May 14, 2009, September 10, 2009, August 10, 2006

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