

## CODE OF ETHICS FOR ALL OFFICERS AND EMPLOYEES

Be it enacted by the Town of Webb Union Free School District as follows:

1. Pursuant to the provisions of Sec. 806 of the general municipal law, the Town of Webb Union Free School District recognizes that there are rules of ethical conduct for public officers and employees which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in our school district. It is the purpose of this resolution to promulgate these rules of ethical conduct for the officers and employees of the district. The rules of ethical conduct of this resolution as adopted, shall not conflict with, but shall be in addition, to any prohibition of Article 18 of the general municipal law or any other general or special law relating to ethical conduct and interest in contract of district officers and employees.
2. DEFINITION
  - (A) "Municipal Officer or Employee" means an officer or employee of the Town of Webb Union Free School District, whether paid or unpaid, including members of any administrative board, commission, or other agency thereof.
  - (B) "Interest" means a direct or indirect pecuniary or material benefit accruing to a school district officer or employee as the result of a contract with the district. A district officer or employee shall be deemed to have an interest in the contract of (a) their spouse, minor children and dependents, except a contract of employment with the district, which such officer or employee serves; (b) a firm, partnership, or association of which such officer or employee is a member or employee; (c) a corporation of which such officer or employee is an officer, director or employee and (d) a corporation, any stock of which is owned or controlled directly or indirectly by such officer or employee.
  - (C) "Conflicts of Interest" generally (i) except as provided in General Municipal Law Section 802, no district officer or employee shall have an interest in any contract with the district of which he is an officer or employee when such officer or employee, individually or as a member of a board, has the power or duty to:
    - a. negotiate, prepare, authorize or approve the contract or authorize or approve payment thereunder.
    - b. audit bills or claims under the contract, or
    - c. appoint an officer or employee who has any of the powers or duties set forth above and no chief fiscal officer, treasurer, or his deputy or employee, shall have an interest in a bank or trust company designated as a depository, paying agent, registration agent or for investment of funds of the district of which he is an officer or employee. The provisions of this section shall in no event be construed to preclude the payment of lawful compensation and necessary expenses of any district officer or employee in one or more positions of public employment, the holding of which is not prohibited by law.

- (ii) any district officer or employee who has, will have, or later requires an interest in any actual or proposed contract with the district shall publicly disclose the nature and extent thereof in writing to the board of education. Disclosure in cases covered under Section 802 is not required.

### 3. STANDARD OF CONDUCT

Every officer or employee of the Town of Webb Union Free School District shall be subject to and abide by the following standards of conduct.

- 3.1 **GIFTS** - Employees shall not, directly or indirectly, solicit any gift, or accept or receive any gift having a value of seventy-five dollars (\$75.00) or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence them in the performance of their official duties or as a reward for any official action on their part.
- 3.2 **CONFIDENTIAL INFORMATION** - Officers or employees shall not disclose confidential information acquired by them in the course of their official duties or use such information to further their personal interest.
- 3.3 **REPRESENTATION BEFORE ONE'S OWN AGENCY** - Officers or employees shall not receive, or enter into any agreement, expressed or implied, for compensation for services to be rendered in relation to any matter before any district agency over which they have the power to appoint any member, officer, or employee.
- 3.4 **OFFICER OR EMPLOYEE REPRESENTATION BEFORE ANY AGENCY FOR A CONTINGENT FEE** - They shall not receive, or enter into any agreement, express or implied, for compensation of services to be rendered in relation to any matter before any agency of that district, whereby their compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this paragraph shall not prohibit their fixing at any time of fees based upon the reasonable value of the services rendered.
- 3.5 **DISCLOSURE OF INTEREST IN LEGISLATION** - To the extent that the employee knows thereof, a member of the Town of Webb Union Free School District, any officer or employee of the Town of Webb Union Free School District, whether paid or unpaid, who participates in the discussion or gives official opinion to the Town of Webb Union Free School District on any matters before the Town of Webb Union Free School District, shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest the employee has in such matters.
- 3.6 **INVESTMENTS IN CONFLICT WITH OFFICIAL DUTIES** - Employees shall not invest or hold any commercial investment or other private transaction which creates a conflict with their official duties, except as provided in Sec. 802 General Municipal Law.
- 3.7 **PRIVATE EMPLOYMENT** - Officers or employees shall not accept private employment, or render services for private interests, when such employment or service conflicts with or impairs the proper discharge of their official duties.

- 3.8 FUTURE EMPLOYMENT - Officers or employees shall not, after the termination of service or employment with such Town of Webb Union Free School District, appear before such Town of Webb Union Free School District or agency of the District in relation to any case, proceeding, or application in which they personally participated during the period of their service or employment or which was under their active consideration.
4. Nothing herein shall be deemed to bar or prevent the timely filing by present or former municipal officers or employees of any claim, account, demand, or suit against the Town of Webb Union Free School District, or any agency thereof on behalf of themselves, or any member of their family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.
5. Distribution of Code of Ethics - The Executive Officer of the Town of Webb Union Free School District shall cause copy of this code of ethics to be distributed to every officer and employee of the Town of Webb Union Free School District within thirty (30) days after the effective date of this resolution. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office of employment.
6. Penalties - In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this code may be fined, suspended or removed from office or employment, as the case may be, in manner provided by law.

LEGAL REFERENCE: New York State General Municipal Law Section 806

ADOPTED BY BOARD OF EDUCATION

DATE: July 04, 1991

REVISED: July 23, 1991