

Anchorage School District Code of Ethics



ASD Board Policy &
Anchorage Municipal Code

Ethics Training

Disclaimer

This presentation is for educational purposes only. All employees are responsible for reading AMC chapter 1.15 and related ASD Board Policies, particularly sections 900-980, and complying with the requirements therein

Why Ethics Training?

- The Code of Ethics includes a statement of the duties and standards of conduct expected of all Municipal employees and assures the public that this trust is well-placed
- All ASD employees are Municipal employees for this purpose
- Code requires employee training

Why be Ethical?

- To protect the public trust
- We hold ourselves to a higher standard so that the public can have faith in us, especially since we're educating their children
- We're entrusted to dispense services with public funds and we need to be good stewards of these funds

What Are My Responsibilities?

- Understand and follow AMC chapter 1.15 and related ASD Board Policies.
- Do not engage in prohibited acts
- Follow all disclosure and reporting requirements
- Report contemporaneous (other) employment as required

Major Elements of the ASD Code of Ethics

- Employment related activities
- Political activities
- Confidentiality
- Gifts
- Contractual relationships
- Reporting contemporaneous (other) employment

Employment Related Activities

- Offering or accepting gifts in consideration of obtaining employment or promotion is prohibited
- Using your District position for personal gain
- While at work, your time and District property are only for District use

Political Activities

- Political activities while on duty
 - You may not endorse or oppose candidates while on duty
- Political activities outside work hours
 - Do not create a linkage between political activities and the District
- If elected into public office you will need to resign your position with the District
 - Exceptions: Assembly, Local Service Area Boards, Community Councils

Confidential Information

- Do not use confidential information for personal gain or someone else's personal gain
- Do not disclose or release confidential information gained through your District position unless authorized by law or court order
 - This includes student information and employee information
 - Shred any private or personal information

Gifts

- **HR Guidance Form #051**, *Gift Receipt General Guidelines and Safe Harbors* outlines the guidelines for accepting a gift
- Compliance requirements are listed under AMC 1.15.025
- Prior approval must be received from the Municipal Ethics Board before using a gift that does not fall within the gift guidelines.
- NOTE: Gifts valued over \$50.00 are rarely approved.
- Consider the conflict of interest or the appearance of a conflict when receiving or giving a gift
- Avoid activities that create an inference that the gift is intended to influence independent judgment

Contractual Relationships

- If you are awarded an ASD or Municipality contract as a District employee, you must:
 - provide written disclosure within 30 days of hire and by July 1 of each year thereafter to the Purchasing Department
- Before an actual bid, proposal or quote is made, the original “Notice of Intent to Respond to Public Solicitation” form must be filed with the Municipal Clerk by the District employee and a copy submitted to the ASD Purchasing Department.
- ASD practices competitive solicitation
- It is unethical to offer or accept gifts to obtain a contract with the ASD



Contemporaneous (Other) Employment

- ASD employees must report employment outside the District, including self-employment, subject to the following two exceptions
 - Employment in a profession, skill, or trade different from any profession, skill or trade the employee performs as part of his/her District job duties.
 - Employment that is performed entirely outside the employee's scheduled work year

** Regardless of these exceptions, employees must report any outside employment that may present a conflict of interest

Forms

- The following forms are available in the ASD Forms & Publications Library
 - **HR Guidance Form #051**, *Gift Receipt General Guidelines and Safe Harbors*
 - **HR Form #052**, *Reporting of Contemporaneous Employment*

Additional Information

- Anchorage Municipal Code chapter 1.15, also known as the Code of Ethics policy
- ASD board policies, sections 900-980 are available on the main ASD web page.

Questions

- Supervisor
- Conflict of interest/contract/disclosure – Director, Purchasing/Warehouse
- Contemporaneous (other) employment – Chief Human Resources Officer
- Gifts – Chief Human Resources Officer