

Anchorage School District Code of Ethics

ASD Board Policy &
Anchorage Municipal Code

Employee 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 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
- 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

Major Elements of the ASD Code of Ethics

- Prohibited acts or conduct
- Contractual Relationships
- Reporting of contemporaneous (other) employment
- Political Activities

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 requirements
- Report contemporaneous (other) employment as required

Prohibited Acts or Conduct

- Employment Related

- Offering or accepting gifts in consideration of obtaining employment or promotion
- Use of ASD position for personal gain
- Use of ASD time, services, vehicles, equipment & materials

Prohibited Acts or Conduct

- Political Activities

- Activities while on duty
 - Use of ASD position to solicit support
 - Endorsing or opposing candidates
- Activities outside work hours
 - Creating a linkage between political activities and the District
- Serving as an elected official
 - Exceptions: Assembly, Local Service Area Boards, Community Councils

Prohibited Acts or Conduct

- Confidential Information
 - Use of confidential information for personal gain or another's personal gain
 - Disclose or release confidential information gained through one's public position unless authorized by law or court order
 - Student Information
 - Employee Information

Prohibited Acts or Conduct

- Gifts

- Form outlines various limits for reporting gifts
 - Compliance requirements under AMC 1.15.020
- Report receipt of gifts over \$50.00 within 10 days
- Consider conflict of interest or the appearance of a conflict

Contractual Relationships

- Award of ASD or Municipality contract
 - Written disclosure within 30 days of hire and by July 1 of each year thereafter
 - Timely file notice of intent to respond to public solicitation
- ASD practices competitive solicitation
- Unethical to offer or accept gifts to obtain a contract with the ASD

Contemporaneous (other) Employment

- ASD employees must report employment outside ASD, 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

- Forms for gift disclosure and reporting of contemporaneous employment are available in the ASD Forms & Publications Library.

Questions?

- Anchorage Municipal Code chapter 1.15, also known as the Code of Ethics,
- ASD board policy is available on the main ASD web page.

Questions?

- Supervisor
- Conflict of interest/contract/disclosure – Pam Chenier
- Contemporaneous (other) employment – Ed Graff
- Gifts – Eric Tollefsen