

CODE OF ETHICS POLICY

In compliance with the provisions of Section 806 of the General Municipal Law, the Cobleskill-Richmondville Central School has developed and enacted a Code of Ethics governing the conduct of its members and employees.

Article IDefinitions

Section 1. Officer or Employee

Officer or employee means any officer, member of the Board of Education, or employee of the Cobleskill-Richmondville Central School, whether paid or unpaid, including any administrative board, advisory committee, or other agency thereof.

Section 2. Interest

For purposes of this Section, an officer or employee shall be deemed to have an interest in the contract of:

- (a) a spouse, minor children and dependents, except a contract of employment with the municipality 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 where any stock of which is owned or controlled directly or indirectly by such officer or employee.

Conflicts of Interest Prohibited

Section 1.

No officer or employee, whether paid or unpaid, shall have an interest in any contract with Cobleskill-Richmondville Central School 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, approve the contract or authorize or approve payment there under;
- (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.

Section 2.

No member of the Board of Education shall apply for a position as a paid employee of the Cobleskill-Richmondville Central School and neither the Board nor any officer or employer of the Cobleskill-Richmondville Central School shall consider any application from any such member unless he/she shall have resigned as such member prior to the submission thereof.

Section 3.

All requests for time off from employees funded by federal grants are prohibited by Federal law if the request is made to enable the employee to engage in partisan political activity while being paid with federal funds.

Article II

Gifts and Favors

Section 1.

No officer or employee of the Cobleskill-Richmondville Central School, whether paid or unpaid, shall accept any valuable gift (\$75.00 or more), whether in the form of services, loans, object, promise, entertainment, travel, hospitality, or reward from any person, firm, or corporation which, to his/her knowledge, is interested directly or indirectly in any manner whatsoever in business or professional dealings with the Cobleskill-Richmondville Central School, or any agency thereof.

Article III

Disclosure of Interest

Section 1.

Any officer or employee of the Cobleskill-Richmondville Central School, whether paid or unpaid, who has a direct or indirect financial or other private interest in any matter being considered by the Cobleskill-Richmondville Central School, or by any other official or agency, officer, or employee of said district and who participates in discussions before or gives opinions to such Board, agency, or individual, shall publicly disclose on the official record the nature and extent of such interest.

Once disclosure has been made by an officer or employee with respect to an interest in a contract with a particular person, firm, corporation, or association, no further disclosures need to be made by such officer or employee with respect to additional contracts, with the same party during the remainder of the fiscal year.

Section 2.

Any officer or employee of the Cobleskill-Richmondville Central School, whether paid or unpaid, who has knowledge of any matter being considered by any Board, agency, officer, or employee of said school district in which he/she has any direct or indirect financial or other private interest, shall be required to disclose, in writing, his/her interest to such Board, agency, officer, or employee and the nature and extent thereof.

Section 3.

A copy of every disclosure required under Section 1 and Section 2 above, including a copy of any transcript of such disclosure, shall be promptly transmitted by the Board, agency, officer, or employee receiving such disclosure to the District Clerk, who shall file and maintain same as a public record.

Article IV

Disclosure of Confidential Information

Section 1.

No officer or employee of the Cobleskill-Richmondville Central School, whether paid or unpaid, shall disclose confidential information concerning the property, government, or affairs of the district, or any other confidential information of an official character except when permitted or required by law, nor shall he/she use such information to advance the financial or other private interests of himself/herself or others.

Article V

Representation Before One's Own Agency

No officer or employee shall receive, or enter into any agreement, expressed or implied, for compensation for services to be rendered in relation to any matter before any Cobleskill-Richmondville Central School agency of which he/she is an officer, member or employee or of any Cobleskill-Richmondville Central School agency over which he/she has jurisdiction or to which he/she has the power to appoint any member, officer, or employee.

Article VI

Future Employment

Section 1.

No person who has served as an officer or employee of the Cobleskill-Richmondville Central School shall, within a period of six months after the termination of such service or employment, appear before any Board or agency of the Cobleskill-Richmondville Central School or receive compensation for any services rendered on behalf of any person, firm, corporation, or association in relation to any case proceeding, or application with respect to which such person was directly concerned, or in which he/she personally participated or which was under his/her active consideration during the period of his/her service or employment.

Article VII

Penalties

Section 1.

A violation of any of the provisions of this Code shall constitute cause for forfeiture of pay, suspension, or removal from office or employment in the form and manner as provide by law.

Section 2.

Nothing in this Article shall limit any other penalties which may be provided by law.

Section 3.

Any contract willfully entered into by or with the school district in which there is an interest which has been prohibited by this policy shall be null, void, and wholly unenforceable.

Distribution of Code of Ethics

Section 1.

The Executive Officer of the Cobleskill-Richmondville Central School shall cause a copy of this Code of Ethics to be distributed to every officer and employee of the Cobleskill-Richmondville Central School within thirty days after the effective date of this regulation. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his/her office or employment.

First reading by the Board of Education - 9/22/97

Second reading by the Board of Education - 10/14/97

Adopted by the Board of Education on: 10/14/97