

TITLE: 6142R Code of Ethics

PURPOSE AND BACKGROUND: To clarify the ethical expectations for all employees.

APPLICABILITY: All staff

MONITORING RESPONSIBILITY: Superintendent/Designee

OUTLINE OF PROCEDURE:

The following ethical standards are hereby established as a guide for the conduct of all officials and employees of the Nye County School District (NCSD):

1. No official or employee of NCSD may seek or accept any gift, service, favor, employment, engagement, emolument or economic opportunity, which would tend to improperly influence a reasonable person in his/her position to depart from the faithful and impartial discharge of his/her duties in connection with NCSD.
2. No official or employee of NCSD may use his/her position to get or give unwarranted privileges, preferences, exemptions or advantages for himself/herself, any member of his/her household, any business entity in which he/she has a financial interest, or to any other person. No official or employee of NCSD, without prior approval of a supervisor where applicable, may offer, give or loan any NCSD property or unpaid services of NCSD to anyone.
3. No official or employee of NCSD may approve, disapprove, vote, abstain from voting, or otherwise act upon any matter in which he/she has a financial interest without first disclosing the full nature and extent of such interest. Such a disclosure will be made before the time when the official or employee is to perform his/her duty, or concurrently with that performance. If the official or employee is a member of any decision-making body, he/she will make disclosure to the chairperson and other members of the body. If the official or employee holds an appointive office, he/she will make disclosure to the supervisory head of the appropriate organizational unit; or if he/she holds an elective office, to the general public in the area from which he/she is elected.
4. No official or employee of NCSD may participate as an agent of NCSD in the negotiation or execution of a contract between NCSD and any private business in which he/she has any financial interest. For the purposes of this subsection, "financial interest" will mean direct or indirect ownership or beneficial interest in more than one percent (1%) of any class of stock or equity interest of such business entity, or where the official or employee manages, operates, controls, participates in, or is connected, directly or indirectly, with such business entity in any manner, including without limitation, as a director, officer, employee, owner, partner, agent, advisor or consultant. Unless specifically prohibited by law, an official or employee of NCSD, as such, is not precluded from making a bid on a NCSD contract if the contracting process is controlled by rules of open competitive bidding, the sources of supply are limited, he/she has not taken part in developing the contract plans or specifications, and he/she will not be personally

involved in opening, considering or accepting offers.

5. No official or employee of NCSD may accept any salary, retainer, augmentation, expense allowance or other compensation from any private source for the performance of his/her duties as a NCSD official or employee.
6. If an official or employee of NCSD acquires, through his/her official relationships, any information, which by law or practice is not at the time available to people generally, he/she may not use the information to further the economic interests of himself/herself or any other person or business entity.
7. No official or employee of NCSD may suppress any governmental report or other document because it might tend to affect unfavorably his/her private financial interests.
8. No official or employee of NCSD may accept compensation from any private person or business entity to represent or counsel such person or entity on any issue pending before the Board of Trustees (BOT) or any administrative department of NCSD concerning any matter upon which the BOT or the particular department may be making a decision.

Suspected Dishonest or Fraudulent Activities:

By the nature of its business, NCSD employs many people in situations and circumstances where irregularities in the handling of money, documents and equipment are possible. If an official or employee suspects an irregularity, it should be identified and investigated promptly in order to protect the interests of NCSD and the taxpayers. In some cases, NCSD insurance carriers require it; in every case, business practice makes it essential.

The support and cooperation of all NCSD employees and officials in carrying out the intent of this regulation is very important in the context of maintaining public confidence in the integrity of NCSD and its operations. In the event of a loss, it will also be necessary for NCSD to make every reasonable effort to recover such losses, and this regulation will facilitate that effort.

Possible dishonest or fraudulent activities may include, but are not limited to, the following:

1. Intentional alteration or misstatement of NCSD reports and records.
2. Forgery or alteration of checks, drafts, promissory notes, securities, shipping or receiving documents or records, etc.
3. Any misappropriation or misapplication of funds, securities, supplies or any other assets of NCSD.
4. Any irregularity in the handling or reporting of money transactions involving NCSD funds.
5. Unauthorized sale or other disposal of NCSD furniture, fixtures or equipment.

6. Intentional alteration or misstatement in reporting of items such as employee expenses, vacation time, personal time, sick leave, overtime or of other records such as licenses or in-service credits, etc.

NCSD administrators should be familiar with types of possible irregularities which may occur in their departments and among those under their supervision, and they should also be alert for any indication that such an irregularity might exist or has occurred. Any employee suspecting an irregularity should notify the Superintendent/Designee. The Superintendent/Designee will immediately hold a conference to determine what investigative procedures will be undertaken to verify the possible irregularity. The Superintendent/Designee will determine whether or not the irregularity should be investigated internally by a private investigator or by law enforcement authorities. If the suspected irregularity involves the Superintendent/Designee, the President of the BOT should be notified. The President of the BOT will then be responsible for coordinating investigations into such matters with legal counsel.

Soliciting and Selling:

No NCSD employee will use his/her knowledge or special information about students to solicit funds or to sell products to students or adults.

Tutoring:

NCSD employees may conduct private tutoring off premises and outside the duty day.

Teachers - Additional Standards:

All NCSD instructional staff will abide by the NEA Code of Ethics.

Effective Date: May 21, 1997
Revisions: October 19, 2020
Review: November 24, 2021

NEPN/NSBA Classification: GBEA
Legal References: Nevada Criminal Code