

## **1540 ADMINISTRATOR'S CODE OF ETHICS**

### Definitions

"Administrator" means any employee of this school district who holds a position that:

1. Requires certification with the endorsement of School Administrator, Principal, or School Business Administrator;
2. Does not require certification, but is responsible for making recommendations regarding hiring or the purchase or acquisition of any property or services by the local school district; or
3. Requires certification with the endorsement of Supervisor and is responsible for making recommendations regarding hiring or the purchase or acquisition of any property or services by the local school district.

"Business" means any corporation, partnership, firm, enterprise, franchise, association, trust, sole proprietorship, union, political organization, or other legal entity, but does not include a school district or other public entity.

"Interest" means the ownership of or control of more than ten percent of the profits, assets, or stock of a business, but does not include the control of assets in a labor union.

"Immediate family" means the person to whom the administrator is legally married and any dependent child of the administrator residing in the same household.

### Code of Ethics

No administrator or member of his or her immediate family shall have an interest in a business organization or engage in any business, transaction, or professional activity that is in substantial conflict with the proper discharge of his or her duties in the public interest.

No administrator shall use or attempt to use his or her official position to secure unwarranted privileges, advantages, or employment for him or herself, a member of his or her immediate family, or any other person.

No administrator shall act in his or her official capacity in any matter where he or she, a member of his or her immediate family, or a business organization in which he or she has an interest, has a direct or indirect financial or personal involvement that might reasonably be expected to impair his or her independence of judgment in the exercise of official duties.

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No administrator shall undertake any employment or service, whether compensated or not, which might reasonably be expected to prejudice his or her independence of judgment in the exercise of official duties.

No administrator or member of his or her immediate family or business organization in which he or she has an interest shall solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing him or her, directly or indirectly, in the discharge of his or her official duties.

No administrator shall accept offers of meals, entertainment, or hospitality which are limited to the clients/customers of the individual providing such hospitality. Administrators may attend hospitality suites or receptions at conferences only when they are open to all attending the conference.

No administrator shall use, or allow to be used, his or her public office or any information not generally available to the members of the public which he or she receives or acquires in the course of and by reason of his or her office, for the purpose of securing financial gain for him or herself, any member of his or her immediate family, or any business organization with which he or she is associated.

No administrator or business organization in which he or she has an interest shall represent any person or party other than the Board of Education or this school district in connection with any cause, proceeding, application or other matter pending before this school district or in any proceeding involving this school district, except that this provision shall not be deemed to prohibit representation within the context of official labor union or similar representational responsibilities.

Nothing shall prohibit an administrator or members of his or her immediate family from representing him or herself or themselves in negotiations or proceedings concerning his or her or their own interests.

Each administrator shall annually, in accordance with law, file with the Commissioner a report regarding potential conflicts of interest and with the School Ethics Commission a financial disclosure statement.

N.J.S.A. 18A:12-21; 18A:12-22; 18A:12-23;  
18A:12-24; 18A:12-25; 18A:12-26;  
18A:12-27; 18A:12-28; 18A:12-29;  
18A:12-30; 18A:12-31; 18A:12-32;  
18A:12-33; 18A:12-34  
School Ethics Policy Guideline 1

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