

# 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

# 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

# Major Elements of the ASD Code of Ethics

- Employment related activities
- Political Activities
- Confidentiality
- Gifts
- Contractual Relationships
- Reporting of contemporaneous (other) employment

# Employment Related Activities

- 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

# 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

# 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

# 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
- Avoid activities that create an inference that the gift is intended to influence independent judgment

# 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.

# Information

- 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