

## PERSONNEL

Staff Ethics and Political Activity

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional relationships with students, parents, staff members, and others. Employees should not dispense or utilize any confidential and /or private information gained from employment with the District, accept gifts or benefits, or participate in business enterprises or employment that creates a conflict of interest with the faithful and impartial discharge of the employee's District duties. A District employee, before acting in a manner which might impinge on any fiduciary duty, must disclose the nature of the private interest which would create a conflict. Care should be taken to avoid using or avoid the appearance of using official positions and confidential information for personal advantage or gain.

Further, employees must maintain confidentiality with respect to information pertaining to student records, employee records or confidential communications from staff. Employees also will respect the confidentiality of people served in the course of an employee's duties and use information gained in a responsible manner. The District may discipline, up to and including termination, any employee who discloses confidential and/or private information learned during the course of the employee's duties. Discretion should be used even within the school system's own network of communication.

*Political Activity*

The Board recognizes its employees' rights of citizenship, including, but not limited to, engaging in political activities. A District employee may seek an elective office, provided the employee does not campaign on school property during working hours, and provided all other legal requirements are met. An employee elected to office is entitled to take a leave of absence without pay in accordance with the provisions of §39-2-104 MCA.

Employees may not solicit support for or in opposition to any political committee, the nomination or election of any person to public office, or the passage of a ballot issue, while on the job or in or on District property. Employees may not use the District's electronic communication system for political activity, except as permitted by law.

Nothing in this policy is intended to restrict the right of District employees to express their personal political views.

Legal References:	5 USC 7321, et seq.	Hatch Act
	§ 2-18-620, MCA	Mandatory leave of absence for employees holding public office - return requirements
	§ 20-1-201, MCA	School officers not to act as agents
	§ 13-35-266, MCA	Unlawful acts of employers and employees
	§ 41-3-205, MCA	Confidentiality – disclosure exceptions
	Title 2, Chapter 2, Part 1 Standards of Conduct	

## Cross References:

Policy History:

Adopted on:	8.13.2013
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Reviewed on:	