

District staff shall abide by any laws and regulations and Board policies pertaining to personal and/or financial affairs that would conflict with their positions as District employees. Failure to abide by this policy may result in (1) disciplinary action, up to and including discharge; and (2) referral to law enforcement authorities.

No employee of the District may have a substantial interest in any contract, purchase of materials, or any other transaction involving District funds except as provided by law.

The Board of Education requires private disclosure of any pecuniary interest which any employee of the district may have in any transaction involving school district funds.

### Business Related Gratuities

No employee of the District will accept gifts from any person, group, or entity doing, or desiring to do, business with the District. All business related gratuities are specifically prohibited except nominally valued, widely distributed items (calendars, pencils, etc.).

An employee may have a less than substantial pecuniary interest in a school transaction; however, the Board requires employees in this situation to disclose privately what the interest is. This action will help the Board avoid the appearance of any conflicts of interest.

### Solicitation by School Personnel

No employee of the Waunakee Community School District shall act as a formal agent or solicitor for the sale of books, supplies, or school equipment to be utilized by the District and/or students.

### Supervision of Spouses or Dependents

No spouse or dependent employed by the district shall be supervised by his/her spouse/parent or guardian.

This policy does not prohibit periodic employment of spouses and dependents for substitute employment, game or event officials, or non-teaching coaches.

### Gifts by Students

Students, parents/guardians, and other patrons of the District shall be discouraged from routinely presenting gifts to District employees. When a student feels a spontaneous desire to present a gift to a staff member, the gift shall not be elaborate or unduly expensive. In most cases, letters to staff members expressing gratitude or appreciation are more appropriate.

### Violations

Any staff person violating state law regarding the ethics code or conflicts of interest is subject to penalties prescribed by the law.

It is unlawful and unethical for any employee of the Waunakee Community School District to receive any gift or gratuity through the exercise of his/her office as provided by Wisconsin Statutes as follows:

Whether by act of commission or omission, in his/her capacity as such officer or employee exercised a discretionary power in a manner inconsistent with the duties of his/her office or employment or the rights of others and with intent to obtain a dishonest advantage for himself/herself or another.

Such action is subject to reprimand and shall be reviewed by the Board.

### Legal References:

#### Wisconsin Statutes

[Sections 19.41 - 19.59](#) [code of ethics for public officials, employees and candidates]

[Section 946.10](#) [bribery of public officers and employees]

[Section 946.12](#) [misconduct in public office]

[Section 946.13](#) [private interest in public contract prohibited]

### Cross References:

WASB PRG 522.4 Sample Policy 1

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