

EMPLOYEE CODE OF ETHICS

C-200

It shall be the duty of all District employees to comply with Wisconsin Statutes with respect to the proper and appropriate conduct of their positions. In keeping with the District's goals to develop quality education programs consistent with its philosophy and objectives which lead to gainful employment of students, District employees:

1. Shall perform all mandatory, nondiscretionary, and ministerial duties of their positions within the time and in the manner required by law.
2. Shall devote full attention to their duties, uphold the law, and conduct District business with fairness, integrity, and professionalism.
3. Shall never act in excess of lawful authority or Board policy or commit an act forbidden by law within their official capacity.
4. Shall not, by act of commission or omission, in their capacity as an employee of this District exercise a discretionary power in a manner inconsistent with the duties of their position or the rights of others or with the intent to obtain a dishonest advantage for themselves or for another.
5. Shall not in their capacity as employees make an entry in an account or record book or return, certificate, report or statement which in a material respect he/she intentionally falsifies.
6. Shall not under color of their position as District employees intentionally solicit or accept for the performance of any service or duty anything of value including but not limited to any gift, loan, favor, or service given for the purpose of influencing him/her in the discharge of official duties.
7. Shall not use District property, facilities or resources for private or personal gain for themselves, family or others.
8. Shall not use confidential information for personal gain or benefit or that of family or others.
9. Shall endeavor to meet all the requirements of state and federal laws and regulations pertaining to education including the regulations of the Wisconsin Technical College System Board.
10. Shall observe pertinent policies of the District Board.

11. Shall act in what is, in their opinion, conceived to be the best interest of the citizens of the entire District. Similarly, shall grant no special considerations, treatment to any citizens beyond that which is available to every other citizen.
12. Shall utilize all due diligence in carrying out the directives of the Board.
13. Shall not participate either directly or indirectly in purchases for personal use for less than full value or utilizing discounts allowed to the District for personal gain.

Nothing in this policy shall deny an employee the rights of a citizen under the Constitution of the United States of America, Constitution of the State of Wisconsin, Wisconsin Statutes, or any other bona fide regulations of this State.

In the event an action is brought against any employee for violation of this policy, the Board may consider any and all appropriate discipline, including discharge.

Annually, upon request of the State Ethics Board, the President/District Director shall identify those positions subject to the submission of financial disclosure.

Outside Employment

1. Employees may have other employment or a financial pursuit provided they do not interfere or conflict with the full and faithful discharge of duties to the College. Employees must notify the President, or designee, prior to accepting outside employment to insure no conflict of interests exists.
2. The College must, by necessity, specifically prohibit those activities that will cause a conflict of interest. Therefore, employees may not accept employment with a business that is subject to direct or indirect control, review, audit, or enforcement by the College unless approved by the President, or designee.

Political Activities

It is College policy to encourage members of the College faculty and staff, who wish to do so as a personal activity, to express their viewpoints on political issues, to participate in political campaigns, to offer themselves as candidates for non-partisan office, and to hold such an office. All College employees should feel free to engage in such political activities so far as they are able to do so consistent with their full obligations to the College and in accordance with applicable laws.

The only limitations the College imposes are those reasonably necessary to protect its independence in academic and business matters, and to insure its adherence to its mission and its compliance with the laws under which it operates. More specifically, those limitations are:

1. to preserve, in fact and in appearance, the College’s non-partisan, independent, tax-exempt status;
2. to preserve College resources of all sorts (including among others, faculty and staff time, College space, equipment, supplies and services) for the College’s educational, research, and related functions; and,
3. to protect against any conflicts of interest or time which may infringe on the ability of College personnel to perform their official duties and meet their responsibilities with maximum effectiveness and objectivity.

Restrictions. College Employees may engage in lawful political activities. However, such activity, like any other personal, non-official undertaking, must be done on the employee’s own time and should not interfere with College duties. Accordingly, employees may not:

- Campaign during work hours.
- Use College supplies or equipment, including telecommunication technology, for campaign purposes.
- Represent their political views or the views of any candidate as being those of the College unless there has been specific authorization by the administration to do so.
- Use employee mailing labels (either home or office addresses) produced by the College for distributing campaign materials. A candidate may obtain addresses from the College student, faculty and staff directories, or other published addressed lists.
- Distribute campaign material through campus mail unless it has been received by a federal post office and is properly postmarked.
- Run for partisan political office without first taking a leave of absence from the College.

Questions regarding political activity may be directed to the President/District Director’s office.

Ref. Wis. Stats. 19.59 (general)
Wis. Stats. 19.41-19.59 (Ethics Code for State Public Officials)

Policy Adopted: October 21, 1981
Revised: November 14, 2001; September 15, 2004; November 21, 2006
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