

ETHICS LAW

The Muhlenberg School Board recognizes its responsibility to identify and inform those public officials and public employees, on the basis of all available information, appear to be subject to provisions of Act 170 of 1978, (The Ethics Law), as amended by Act 9 of 1989 and Act 93 of 1998 (Public Official and Employee Ethics Act).

The Pennsylvania State Ethics Commission requires those public officials and public employees to file a “Statement of Financial Interests” form for the preceding calendar year with the school district no later than May 1 of each year.

The Superintendent shall be responsible for the dissemination of information regarding the Act.

References: The Ethics Law, Act 170 of 1978  
Act 9 of 1989  
Public Official and Employee Ethics Act, Act 93 of 1998,  
Chapter 11, 65 PA C.S. § 1101, et seq.  
Pennsylvania State Ethics Commission  
[www.ethics.state.pa.us](http://www.ethics.state.pa.us)

Policy: 2.3  
Adopted: 4/20/83  
Amended: 6/21/06

ETHICS LAW

I. Statements of Financial Interest Required to be Filed – Sections 1104, 1105

Each public employee and public official of the Commonwealth shall file a “Statement of Financial Interests” form for the preceding calendar year with the school district in which he is employed or to which he is appointed or elected no later than May 1 of each year that he holds such a position and of the year after he leaves such a position.

A. Public employees and public officials include:

1. Candidate – Persons seeking elected office, including first-time candidates, incumbents seeking re-election, and write-in candidates who do not resign nomination/election within 30 days of official certification of same.
2. Nominee – Persons nominated for public office by the Governor, other public officials or governmental body subject to confirmation.
3. Public Official – Persons serving as current state/county/local public officials (elected or appointed) and persons who served as public officials during the reporting year (former public officials), including members of boards or commissions, except those that are advisory.
4. Public Employee – Persons serving as current state/county/local public employees as defined in the Ethics Act or persons who served as public employees during the reporting year (former public employees) as defined in the Ethics Act or the regulations of the State Ethics Commission.

District employees required to file statements but not limited to the following:

- a) School Superintendent
- b) Assistant Superintendent
- c) Principals and Assistant Principals
- d) Business Administrators
- e) Coordinators
- f) Supervisors

A former public official or former employee must file the year after leaving or terminating from the governmental body.

B. Solicitors

1. Persons who are full time or part time solicitors for the political subdivisions are required to file under this section.

II. Preparation of Forms

- A. The preparation of required forms is the sole responsibility of the individual. The Muhlenberg School District assumes no liability for errors or omissions in the completion of forms.

III. Access to Forms

- A. The forms shall be filed in the Superintendent's Office and be available to the public pursuant to Act 93 and Board regulations.

IV. Civil Citations

- A. Failure to file or properly complete form may result in action taken by the State Ethics Commission including levy of civil fines and other sanctions.

Administrative Procedures: 2.3  
Adopted: 4/20/83  
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