

Conflicts of Interest

Refer to St. Clair County Employee Personnel Code Section 10 Regulations and Restrictions (m) Ethics. In addition to Section 10 of the St. Clair County Employee Personnel Code, IGD requires all organization applicants to complete the Applicant Disclosure Form (*form 05*). This form should be taken at intake and kept with applicant file.

- M. ETHICS** – Employees shall carry out their duties in an ethical manner, and uphold the laws and regulations of St Clair County, the State of Illinois, and the federal government. Employees shall not recommend or promote the sale of any specific brand name product or equipment.

Many employees in the course of their work have access to medical or personal identifying information about patients, clients, employees, or other individuals. This may be medical, legal, personal or job-related information. Such information is not to be repeated or discussed outside the department or with other personnel unless such information is a necessary part of the employee's assigned duties. Employees shall follow all State and Federal Laws as amended from time to time to ensure confidentiality. Disposal of paper records containing information of the nature herein described shall be by shredding.

Employees shall inform the Employer of any possible conflict-of-interest situations they may have. An employee is expected to report to his/her department head any wrongdoing, fraud, corruption or waste.

An employee shall not use, nor attempt to use, his/her position with the Employer to secure unwarranted privileges, favors, or exemptions for him/herself or others; and shall avoid the appearance of using his/her position to secure such privileges, favors, or exemptions for him/herself or others. Employees are prohibited from accepting gifts, gratuities, or any item of value for work performed on behalf of the department. Employees shall not borrow or loan money to patients, clients, probationers or any of their family. No employee shall hire or provide services to patients, clients or probationers or members of their families and/or other considerations without approval of the Employer. Employees shall not enter into any business transactions with patients, clients or probationers or other families without the approval of the Employer. Consultant fees and honoraria earned by employees during normal working hours must have approval granted by the Employer on a case by case basis with due consideration given to time availability, and the number of days involved and the frequency of such fees.

- N. GIFT BAN ACT** - All employees shall be familiar with and at all times comply with the mandates of the State of Illinois Gift Ban Act as well as the County Ordinance adopting said Act. The Gift Ban Act applies to elected officials, department heads and employees, their spouses, and to any immediate family member living with the official, department head or employee. The Act prohibits acceptance of any food or refreshments in excess of \$75.00 per person in value on a single calendar day. The Act prohibits acceptance of gifts from any prohibited source having a cumulative value of more than \$100.00 per calendar year. "Prohibited source" is defined as any person or entity who does business or seeks to do business with the County, is seeking an official action by a County employee or official, conducts activity regulated by the County or its employees and/or officials, or has interests that may be substantially affected by the performance of the official duties of an officer or employee.

Gifts from immediate relatives and personal friends not intending to or not having the potential to affect the performance of the County employee or office are permitted. If a prohibited gift is offered, it should be refused, or if delivered without prior knowledge promptly returned, and reported to the employee's supervisor. Details more extensively defining acceptable and prohibited gifts can be found in the St. Clair County Code Provisions 1-9-1 through 1-9-6.

- O. OTHER EMPLOYMENT** - Employees are prohibited from having conflicting employment while having a full-time position. An employee may not be paid by another employer for the same hours of work or work period that the employee is being paid by the Employer. If a full-time employee performs outside services or employment, such services or employment must be reported to the Elected Official/Department Head or appropriate board for prior approval, and advance notification must be given by the employee to the Human Resources Department.

Fees earned by an employee for serving as an instructor for a class during other than normal working hours which is not sponsored by the department, may be retained by the employee.

Fees earned by an employee serving as an instructor for a class outside normal working hours, which is jointly sponsored by the department and another community agency, shall be dealt with as follows:

1. No overtime shall be earned and the fee shall be retained, or;
2. Overtimeshall be earned and the fee surrendered to the County Treasurer and recorded as miscellaneous income.

Employees who are injured while engaging in other employment must notify the Employer and the Human Resources Department.

- P. PHYSICAL EXAMINATIONS** - Each applicant for employment may be required to successfully complete a post-offer physical examination by a doctor of the Employer's choice, including a drug screen, upon the request of the Human Resources Department. At any time, employees may be required to submit to a physical examination. A drug test shall be conducted before an individual is hired or contracted and when an individual is promoted to a managerial position. Pre-employment drug testing occurs only after an offer of contingent employment has been made. A negative test result is required before performing assigned duties

As a condition of their employment, the employees of the department must authorize the release of medical testing information including drug tests to St. Clair County for departmental use only.

Each employee authorized to carry and use a gun while at work for St. Clair County, and all employees engaging in heavy manual labor as their principal form of job activity for