

General Personnel**Administrative Procedure – Statement of Economic Interests for Employees**

Date	Action
Upon initial employment	All employees who are required to file a statement of economic interests (see Board policy 5:120 <i>Ethics</i>) must file such a statement upon initial employment (5 ILCS 420/4A-105).
On or before February 1, annually	Superintendent or designee shall certify to the appropriate county clerks a list of names and addresses of employees who are required to file a statement of economic interests (see Board policy 5:120 <i>Ethics</i>). The list shall set out the names in alphabetical order by county of residence. The Superintendent or designee shall send the list to county clerks of the counties in which those employees reside, or if any employee resides outside of Illinois, to the county clerk to the county in which the District's principal office is located (5 ILCS 420/4A-106).
On or before April 1, annually	County clerk of each county shall notify employees whose names have been certified to him or her of the requirements for filing statement of economic interests (5ILCS 420/4A-106).
On or before May1, annually	All employees who are required to file a statement of economic interests (see Board policy 5:120 <i>Ethics</i>) must file a statement of economic interests with the county clerk of the county in which the principal District office is located (5 ILCS 420/A-106), unless he or she has already filed a statement in relation to the District within the calendar year (5 ILCS 420/4A-105).

Approved January 23, 2008