

### **Employee Conflict of Interest**

Employees' use of their position with the school district for financial gain is considered a conflict of interest with their position as employees and may subject employees to disciplinary action.

Employees of the district will not:

1. act as an agent or dealer for the sale of textbooks or other school supply companies doing business with the school district;
2. participate for personal financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or to parents;
3. engage in outside work or activities where the source of information concerning the customer, client, or employer originates from information obtained because of the employee's position in the school district.

It is also a conflict of interest for an employee to engage in any outside employment or activity which is in conflict with the employee's official duties and responsibilities. Situations in which an unacceptable conflict of interest is deemed to exist will include, but not be limited to, any of the following:

1. The outside employment or activity involves the use of the school district's time, facilities, equipment and supplies, or the use of the school district's badge, uniform, business card, or other evidence of office to give the employee or the employee's immediate family an advantage or financial benefit that is not available to the general public.
2. The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the employee or a member of the employee's immediate family from anyone other than the school district for performance of acts that the employee would be required or expected to perform as part of the employee's regular

duties, or during the employee's regular hours of employment by the district. Because of this restriction, employees are strongly discouraged from tutoring their own students on a private, paid basis. Furthermore, if an employee does receive a fee for the private tutoring of any student while on school property or with school equipment, the employee must pay a rental fee for use of the room and/or equipment.

3. The outside employment or activity is subject to the official control, inspection, review, audit, or enforcement authority of the employee during the performance of the employee's duties for the school district.

If outside employment or activity falls into any of the above unacceptable situations, the employee must cease the outside employment or activity or publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty with the district that would create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

When procurement is supported by Federal Child Nutrition funds, employees will not participate in the selection, award, or administration of a contract if there is a real or apparent conflict of interest in the contract. Contract, for purposes of this paragraph, includes a contract where the employee, employee's immediate family, partner, or a non-school district employer of these individuals is a party to the contract.

It is the responsibility of each employee to be aware of and to take the necessary action to eliminate a potential conflict of interest should it arise.

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