

<b>Section:</b>	<b>District Administration</b>	
<b>Title:</b>	<b>Employee Conflict of Interest</b>	<b>5.2.1</b>

It is the Board of Education’s expectation that employees will not engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his or her duties and responsibilities.

### General Guidelines

Employees should not place themselves in a position where their objectivity may be compromised or where there may be a public perception that such has occurred, in direct or indirect dealings on behalf of the district or a school with any individual, organization or corporation.

Any activity, which might reasonably be perceived by the employer as using the employment relationship for direct or indirect personal financial advantage, will be viewed as a conflict of interest.

School district premises, materials and equipment shall not be used for external business purposes, or for any other purpose, which might compromise the interests of an employee or the school district.

Employees shall not sell or assist in the sale of instructional services, supplies or equipment within the district and shall not furnish lists of or information on students or parents to anyone for commercial purposes.

The school district will normally not conduct business relationships with an employee with external business interests unless there is no other source for the required product or service.

### Date Adopted: October 2001 (formerly AP #400)

#### Definition:

- *Direct Pecuniary Conflict of Interest: Exists where an employee receives remuneration (other than expenses) above and beyond the employee’s regular salary or wages, whether from school district or any other source, for services that have been performed in the course of the employee’s normal employment with the school district, or for the sale of work or materials produced for the district as part of the employee’s normal duties.*
- *Indirect Pecuniary Conflict of Interest: Exists where an employee uses his/her position to make a decision, or effectively influence a decision that would result in a pecuniary benefit to a relative, partner, business associate or close friend.*