

## PERSONNEL

### **Conflict of Interest**

No district employee will engage in nor have a direct financial interest in any activity which conflicts with his/her duties and responsibilities. Further, no district employee may employ or use any person, money, or school property under the employee's official supervision, control or direction for the private gain of that employee or another.

Situations where a conflict of interest may exist include, but are not limited to:

- A. Receiving economic benefit from selling or promoting the sale of goods or services to district students or their parents where the staff member's relationship to the district is in any way utilized to influence the sale;
- B. Receiving economic benefit from the sale of instructional and training materials and/or equipment where the district has specifically engaged a staff member(s) to develop such material or equipment. In such instances, the district shall retain a proprietary interest;
- C. Encouraging a student who is enrolled in one or more of the staff member's classes or coach's team to take private lessons or to engage in tutoring for a fee from the staff members;
- D. Using or providing for others a list of names and contact information obtained from school records or school-related contacts for purposes of identifying potential client or customer contacts;
- E. Participating in any way in the selection process for materials, books, or equipment when an item developed or authored by the staff member or a relative of the staff member is under consideration for district use;
- F. Being involved in the selection of an applicant or in the appointment, evaluation or supervision of any other staff member who is a relative;
- G. Using the interschool mail to promote sales of a product in which a staff member has a financial interest;
- H. Providing a staff or student directory for use in promoting sales of a product or service;
- I. Purchasing or otherwise acquiring surplus district property, where the staff member was involved in or had influence in the process of declaring the item(s) as surplus; and

- J. No staff member may solicit students for privately arranged field trips or excursions; use school district facilities or equipment for planning purposes of the privately arranged field trip or excursion; or use school time to plan a privately arranged field trip or excursion;

Written permission from the Superintendent or designee or principal is necessary when:

- A. A certificated staff member wishes to tutor or give private lessons for a fee to any student who is enrolled in one or more of the teacher's classes; or
- B. A certificated staff member, such as a communication disorder specialist, psychologist or specialized music teachers, wishes to give private instruction for a fee to any student who is currently being served by that individual in the regular school program.

### **Exceptions**

A district employee may use public resources to benefit others as part of the employee's official duties, if the expenditure is of *de minimus* value (of little or no value; no impact on public funds) and is purchased with the consent of his/her supervisor.

### **Federal conflict of interest**

No employee, officer, or agent must participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

Legal References:

RCW 28A.400.332	Use of persons, money or property for private gain
WAC 180-87-090	Improper Remuneration Conduct

Adoption Date: January 13, 1993

Revision Date: December 14, 2011

Revision Date: December 13, 2017

Classification: Priority