

**A. Conflicts with Employment**

All employees, whether 12 month employees or less, shall have no other employment which conflicts with their employment or assigned duties. The determination of whether or not a conflict exists shall be determined by the employee's immediate supervisor subject to the right of appeal to the Superintendent. The decision by the Superintendent may be appealed to the Board within thirty (30) days.

**B. Conflicts of Interest****1. Definitions**

- a. Conflict of Interest – a situation in which a person has a private or personal interest sufficient to appear to influence the objective exercise of his or her employee duties.
- b. Family Member - the spouse, brother, sister, parent, step-parent, child, stepchild, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandmother, grandfather, grandchild, niece or nephew of the employee or of the spouse of the employee, or anyone who has lived regularly in the employee's household.

**2. Participation**

- a. Except as permitted by Board of Education regulation or in the exercise of an administrative or ministerial duty that does not affect the disposition or decision in the matter, an employee may not participate in:
  - 1) Any matter in which, to the knowledge of the employee, the employee or a family member of the employee has an interest; or
  - 2) Any matter in which any of the following is a party:
    - a) A business entity:
      1. in which the employee has a direct financial interest of which the employee may reasonably be expected to know;
      2. for which the employee or a qualified relative of the employee is an officer, director, trustee, partner, or employee;
      3. with which the employee or, to the knowledge of the employee, a qualified relative of the employee is negotiating or has any arrangement concerning prospective employment.
      4. that is a party to an existing contract with the school employee or which, to the knowledge of the employee, a qualified relative of the employee, if the contract reasonably could be expected to result in a conflict between the private interests of the employee and the school system or Board of Education duties of the employee;
      5. doing business with the Board of Education or school system, in which a direct financial interest is owned by another entity in which the employee has a direct financial interest, if the employee may be reasonably expected to know of both direct financial interests;

6. that the employee knows is a creditor or obligee of the employee or a qualified relative of the employee;
7. that as a creditor or obligee, is in a position to directly and substantially affect the interest of the employee or qualified relative of the employee.

3. Prestige of office.

An employee may not intentionally use the prestige of office or public position for private gain.

4. Personal Gifts

- a. An employee may not solicit any gift related to their employment.
  - b. An employee may not accept a gift in exchange for expected favors or returned consideration.
  - c. An employee may only accept gifts related to their employment of minimal value. The acceptance of payment for a business related meal is generally considered a gift of minimal value.
  - d. Gifts which directly benefit students, schools, or school programs and gifts of recognition, appreciation, service, retirement or other such educationally sanctioned appropriate activities are not prohibited by this policy.
5. Disclosure of confidential information. Other than in the discharge of his employee duties, an employee may not disclose or use confidential information that the employee acquired by reason of the employee's public position and that is not available to the public.

C. Perceived violation of this policy shall be referred to the immediate supervisor of the individual involved.

<b>Board Reviewed</b> <b>10/13/15</b>	<b>Superintendent Approved</b> <b>10/1315</b>
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