

CONFLICT OF INTEREST/OUTSIDE EMPLOYMENT OF TIME

Staff members will not engage in nor have a direct financial interest in any activity which conflicts with his/her duties and responsibilities. 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 the students or their parents where the knowledge of the staff member's relationship to Puget Sound Educational Service District (PSESD) 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 PSESD has specifically engaged a staff member(s) to develop such materials or equipment. In such instances, PSESD will retain a proprietary interest.
- C. Encouraging a student who is enrolled in a PSESD program or one or more of a PSESD teacher's classes to take private lessons or to engage tutoring for fee from the staff member.
- D. Using or providing for others a list of names and home addresses obtained from PSESD program or school records or 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 by or authored by the staff member or a member of his/her family is under consideration for approval for PSESD 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 family member.
- G. Using the PSESD mail or email 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 PSESD property, where the staff member was involved in or had influence in the process of declaring the item(s) as surplus.

Written permission from the Superintendent or designee is necessary when a staff member wishes to tutor or give private lessons for a fee to any student who is concurrently being served by or is enrolled in one or more PSESD programs. Written permission from the employee's supervisor and the Superintendent is necessary when a staff member wishes to engage in outside employment (See [Request for Approval of Outside Employment Form](#) on mypesd.org).

No PSESD employee may employ or use any person, money, or agency property under the employee's official control or direction for the private gain of that employee or another. However, an 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.

Adopted: December 1980
Revised: April 1985
Revised: November 1988
Revised: July 1990
Revised: August 1993
Revised: January 2014

Relevant PSESD Board Governance Policies: EL 3, Treatment of Stakeholders
EL 4, Treatment of Staff

Legal Reference: RCW 28A.400.332, Use of persons, money, or property for private gain
WAC 181-87-090, Improper remunerative conduct