



**Boulder Valley School District**

**File: GBEA**

**Adopted: April 29, 1982**

**Revised: May 28, 1992, October 11, 2011, August 14, 2012,  
February 28, 2017**

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## **STAFF ETHICS/CONFLICTS OF INTEREST**

No district employee shall 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 in the school system. Employees are expected to perform the duties of the position to which they are assigned and to observe rules of conduct and ethical principles established by state law and district policies and regulations.

It shall be understood that all confidential information an employee is privy to as a result of district employment shall be kept strictly confidential. In addition, employees shall not utilize information solely available to them through school sources to engage in any type of work outside of the school district. This includes information concerning potential customers, clients or employers.

### **Employment**

Moreover, to avoid a conflict of interest, all employees shall avoid any action which might result in, or create the appearance of, using public office for private gain or giving preferential treatment to any person. The district prohibits an employee from exercising supervisory, appointment, evaluative, dismissal authority, or disciplinary action toward any person who is a member of his or her immediate family. As used in this policy, the term "member of his or her immediate family" shall mean husband, wife, parent, child, brother, sister, domestic partner, brother- and sister-in-law, mother- and father-in-law, daughter- and son-in-law, grandparents, and grandchildren. Domestic partner means an adult with whom the employee maintains a household and has shared an exclusive, committed relationship for at least one year with the intent for the relationship to last indefinitely. The recommendation for employment of a person related to a management official can only be made if that official will have no direct or indirect supervisory or evaluation responsibilities. Such a recommendation must be supported by documentation showing procedures followed, persons involved in the selection process, records, transcripts, work experience, etc. The evidence should demonstrate that selection was based on choice of the best qualified person available for the position. "Direct" supervision or evaluation is defined as immediate, first line level or contact supervision and written evaluation responsibilities. "Indirect" supervision is defined as supervision through one or more intermediate supervisors. Indirect supervision does not involve responsibility for the written evaluation by the supervisor. Assignments shall be made such that even an indirect supervisory relationship between immediate family members does not exist in the same office or department, or in the same school building where there is the potential of daily or regular

professional contact. If circumstances develop whereas such a situation exists, it will be resolved in accordance with the corresponding regulation.

### **Sale of Goods and Services by District Employees**

With respect to the sale of goods, no employee of the district, and no firm owned in whole or in part by an employee of the district will be allowed to sell to the district, to students of the district or to parents/guardians of student's goods of any kind without prior approval of the Board.

With respect to the sale of services, no employee of the district, and no firm owned in whole or in part by an employee of the district will be allowed to sell to the district, to students of the district or to parents/guardians of students, services of any kind in excess of \$500 unit cost, without prior approval of the Superintendent or designee.

#### LEGAL REFS.:

Constitution of Colorado, Article X, Section 13 (Felony to make a profit on public funds)

C.R.S. 14-15-101 *et seq.* (*Colorado Civil Union Act*)

C.R.S. 22-63-204 (teachers receiving money for items sold to students/parents without written consent from the Board)

C.R.S. 24-34-402(1) (discriminatory and unfair employment practices)

C.R.S. 24-34-402 (1) (h) (nepotism provisions)

#### CROSS REFS.:

GBEB, Staff Conduct and Responsibilities

GCC-GCD-1, Professional Staff Recruiting/Hiring, Teachers

GCC-GCD-2, Professional Staff Recruiting/Hiring, Administrators

GDC-GDD, Support Staff Recruiting/Hiring

DJ-DJE, Purchasing and Contracting

GCQAB, Tutoring for Pay