

PERSONNEL

Conflicts of Interest

No District employees will engage in or have a direct financial interest in any activity which conflicts with their 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 the students or their parents where the knowledge of 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 materials or equipment (in such instances, the District will retain a proprietary interest);
- C. Encouraging a student who is enrolled in one or more of a staff members' classes to take private lessons or to engage in tutoring for a fee from the staff member;
- D. Using or providing for others a list of names and home addresses 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 by or authored by staff members or members of their family is under consideration for approval 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 family member;
- G. Using the interschool mail or email to promote sales of a product in which a staff member has a financial interest. Specific requests may be approved by District administration.
- H. Providing a staff or student directory for use in promoting sales of a product or service; and,
- 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.

Written permission from the Superintendent/designee or principal is necessary when a certificated teacher wishes to tutor or give private lessons for a fee to any student who is enrolled

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in one or more of the teacher's classes or if a certificated staff member, such as , physical therapists, speech-language pathologists, psychologists, music teachers, athletic coaches, etc. wishes to give private instruction for a fee to any student or group of students who are concurrently being served by that individual in the regular school program.

Outside Employment

Outside employment of District employees may have the potential to materially affect the business operations of the District. Outside employment must not interfere with any employees' ability to perform the duties of their job with the District.

Accordingly, employees of the District may engage in outside employment only under the following conditions:

- A. The outside employment must not conflict with the employee's work schedules, duties or responsibilities or create a detrimental effect on the employee's work performance.
- B. The outside employment in no way interferes with Child and Adult Care Feeding Program (CACFP) related duties or responsibilities.
- C. The outside employment must not create a conflict of interest with the employee's job in the District.
- D. The employment is performed outside the employee's approved work schedule and off District premises.

Self-employment is considered outside employment and is subject to the same conditions set forth for other outside employment.

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

Management Resources: 2015 – October Issue

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