

Staff Ethics/Conflict 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.

An employee shall not sell any books, instructional supplies, musical instruments, equipment or other school supplies to any student or to the parents/guardian of a student who attends the school served by the employee unless prior approval has been obtained from the assistant superintendent for business and auxiliary services.

Moreover, to avoid a conflict of interest, the district prohibits an employee from exercising supervisory, appointment, dismissal authority, or disciplinary action over a member of the employee's immediate family. For purposes of this policy, an employee's "immediate family" means a person who is related by blood, marriage, civil union, or adoption. In addition, an employee may not audit, verify, receive or be entrusted with moneys received or handled by a member of the employee's immediate family. An employee shall not have access to the employer's confidential information concerning a member of the employee's immediate family, including payroll and personnel records.

Employees may be required by the district, at its discretion, to limit or terminate any outside income-producing activities which interfere with the time and effort commitments required by the district or which otherwise create an actual or potential conflict of interest. Leave days may not be used to engage in outside income-producing activities.

Conflicts of interest – federally funded transactions

Separate from state law and the Board's policies concerning district employees' standards of conduct and conflict of interest, federal law imposes restrictions on the conduct of district employees whenever the transaction in question is supported by federal funds subject to the Uniform Grant Guidance (UGG).

Under the UGG, a district employee shall not participate in the selection, award, or administration of a contract supported by a federal award if the employee has a conflict of interest as defined by the UGG.

A conflict of interest arises under the UGG when the employee, any member of his or her immediate family, his or her business partner, or an organization which employs or is about to employ any of the aforementioned parties has a substantial financial or other interest in or would obtain a substantial tangible personal benefit from a firm considered for a contract.

In addition, the UGG prohibits district employees from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or parties to subcontracts that are federally funded, unless the gift is an unsolicited item of nominal value.

For the purposes of this policy section only, "immediate family" means a person who is related by blood, marriage, civil union, or adoption. In determining whether a financial or other interest is "substantial," or whether anything solicited or accepted for private benefit is of "nominal value," district employees shall follow the standards of conduct and corresponding definitions applicable to local government employees under state law.

An employee who violates the standards of conduct set forth in this policy's section may be subjected to disciplinary action, in accordance with applicable law and Board policy.

Adopted: July 25, 1978
Revised: October 25, 1988
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Revised: October 26, 2011
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LEGAL REFS.: 2 C.F.R. 200.3.318(c) (*Uniform Grant Guidance – written standards of conduct covering conflicts of interest required concerning the selection, award, and administration of contracts supported by federal funds*)
Constitution of Colorado, Article X, Section 13 (*felony to make a profit on public funds*)
C.R.S. 22-63-204 (*teachers receiving money for items sold to students/parents without written consent from Board*)
C.R.S. 24-18-109 (*government rules of conduct*)
C.R.S. 24-18-110 (*voluntary disclosure*)
C.R.S. 24-18-201 (*standards of conduct – interest in contracts*)
C.R.S. 24-18-202 (*standards of conduct – interests in sales*)
C.R.S. 24-34-402 (1) (*discriminatory and unfair employment practices*)
C.R.S. 24-34-402 (1)(h) (*nepotism provisions*)

CROSS REFS.: DKC, Expense Authorization/Reimbursement (Mileage and Travel)
GBEB, Staff Conduct
GCE/GCF, Professional Staff Recruiting/Hiring
GCQF, Discipline, Suspension and Dismissal of Professional Staff (And Contract Nonrenewal)
GDE/GDF, Support Staff Recruiting/Hiring
GDQD, Discipline, Suspension and Dismissal of Support Staff

Fountain-Fort Carson School District #8, Fountain, Colorado