

STAFF ETHICS/CONFLICT OF INTEREST

GENERAL PRINCIPLES

Employees shall perform the duties of the position to which they are assigned and shall observe rules of conduct and ethical principles, in accordance with state law and Board policy.

As public employees, district staff must maintain high standards of honesty, integrity, impartiality and conduct in order to earn and keep our citizens' confidence in the school district. District employees should not neglect their public duties by attending to their private affairs on district time. They should avoid any actions that might result in, or create the appearance of, using public office for private gain. They should not discriminate against or give preferential treatment to any person. They should not abuse the trust or power inherent in their position to take advantage of others. This policy provides guidance for employees but is not inclusive; individuals are expected to use their good judgment to avoid misbehavior or the appearance of misbehavior.

NEPOTISM

No district employee may participate in the selection or employment of a member of his or her immediate family or directly supervise or evaluate immediate family members. The district shall attempt to assign personnel so that even an indirect supervisory relationship between immediate family members does not exist in the same office, department, or in the same school building where there is the potential of daily or regular professional contact. In addition, an employee shall not audit, verify, receive or be entrusted with monies received or handled by an employee's immediate family member. An employee shall not have access to the district's confidential information concerning a member of the employee's immediate family, including but not limited to payroll and personnel records. For purposes of this policy, an employee's "immediate family member" includes his or her spouse, partner in a civil union, children and parents.

FINANCIAL INTEREST/PECUNIARY BENEFIT

District employees shall not 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 district.

No district employee may request or receive a pecuniary benefit from outside district sources for the performance of any official district duty. If any district employee engages in consulting work outside of the district that results in a financial gain, the employee must use available leave.

A district employee should not hold an executive office or acquire a substantial interest in any business or undertaking that he or she has reason to believe may receive direct and substantial economic benefit through official actions of a district department or division over which that employee has substantive authority. If such a situation arises, the employee must disclose this fact in writing to the Superintendent or designee well in advance of the proposed transaction.

USE OF INFORMATION

All confidential information to which an employee is privy to as a result of district employment shall be kept confidential. In addition, employees shall not use information concerning customers, clients or employers that is or has become available to them through their employment with the district when engaging in non-district work of any type or within six months following the termination of their employment with the district. These matters include

but are not limited to rules, other than rules of general application, which they actively helped to formulate, and applications, claims or contested cases in the consideration of which they were an active participant.

SALE OF GOODS BY DISTRICT EMPLOYEES

No employee or a firm owned in full or in part by an employee shall sell goods or services of any kind to the district, to students or to parents/guardians of students without the express prior written consent of the Board of Education.

Adopted August 17, 1988

Revised February 7, 1990

Revised February 3, 1993

Revised January 21, 2004

Revised May 16, 2012

Revised November 13, 2013

Legal refs.: Colorado Constitution, Article X, Section 13
C.R.S. 14-15-1-1 et seq. (Colorado Civil Union Act)
C.R.S. 18-8-308 (failure to disclose conflict of interest)
C.R.S. 22-63-204 (receipt of money for items sold to students/parents)
C.R.S. 24-18-105 (discriminatory and unfair employment practices)
C.R.S. 24-34-402(1) (nepotism)

Cross refs.: AC, Nondiscrimination
ACA, Nondiscrimination on the Basis of Gender
ACE, Nondiscrimination of the Basis of Disability
GBEB, Staff Conduct
GBAA, Sexual Harassment
GBEBC, Staff Gifts and Solicitations
GCE/GCF, Professional Staff Recruiting/Hiring
GCRD, Tutoring for Pay
GDE/GDF, Support Staff Recruiting/Hiring