

## Staff Ethics/Conflict of Interest

No employee of the Board 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.

It shall be understood that all confidential information an employee is privy to as a result of district employment will 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 Board.

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" includes his or her spouse, partner in a civil union, children and parents. 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.

Adopted: September 27, 1988  
Revised: December 12, 2006  
Revised: September 13, 2011  
Revised: December 10, 2013

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 Board*)  
C.R.S. 24-34-402 (1) (*discriminatory and unfair employment practices*)  
C.R.S. 24-34-402 (1)(h) (*nepotism provisions*)

CROSS REF.: GBEB, Staff Conduct

File: GBEA

GCE/GCF, Professional Staff Recruiting/Hiring  
GDE/GDF, Support Staff Recruiting/Hiring

Garfield School District No. Re-2, Rifle, Colorado