

## **CONFLICT OF INTEREST OUTSIDE EMPLOYMENT/ACTIVITIES**

### **Employment Beyond Puget Sound Educational Service District (PSESD) Job Requirements**

1. A conflict of interest may be identified as a situation where an entangling interest, economic or otherwise, interferes with an employee's ability to carry out their duties and responsibilities.
2. PSESD employees are expected to devote full time to their assigned job duties and responsibilities. Staff seeking to engage in outside employment that involves working for a school district within the PSESD service area, or other entities served by or working with PSESD shall ensure that it does not create a conflict of interest or commitment, violate the limitations enumerated in Section 3, and that the outside employment has been approved by the program executive administrator or their designee in advance.
3. Outside employment shall not:
  - a. Interfere with or adversely affect the performance of assigned PSESD duties and responsibilities;
  - b. Involve rendering services or expending on-duty time for which compensation is being paid by the PSESD;
  - c. Involve using PSESD facilities, equipment, or supplies.
4. The restrictions enumerated in Section 3 are intended to guide the decision of outside employment by staff members so that it does not adversely affect PSESD or create a conflict of interest or commitment. If the program executive administrator or designee determines that a staff member's outside employment violates these restrictions, the employee will be directed to terminate the outside employment as soon as practicable.

### **Transparency and Notification**

Employees must complete a [Request for Approval of Outside Employment Form](#) (available on MyPSESD) to determine if a conflict of interest exists due to an actual, perceive, or potential conflict of interest may exist:

1. When an employee is aware of an actual, perceived, or potential conflict of interest.
2. When an employee is considering outside employment/activity and/or a personal business.
3. When an employee is in a contractual relationship prior to beginning employment with PSESD.

All supervisors are required to disclose to the HR Executive Administrator, within 10 calendar days of their awareness, any potential conflicts of interest that they are aware of or become aware of, involving any employees, even employees who are not under the supervisor's direct supervision.

Adopted: December 2022