

Title: Employee Conflict of Interest

Employees of the District shall not engage in any activity that conflicts with their job responsibilities. Employees are expected to use good judgment, adhere to high ethical standards and avoid situations that create an actual or perceived conflict between their personal interests and those of the District. Employees may not use proprietary and/or confidential information for personal gain or to the District's detriment, nor may they use District's assets or labor for personal use.

District facilities, equipment or materials shall not be used by employees for the privately paid tutoring of pupils, nor shall staff work as a private tutor during the contract hours. Employees may engage in personal business activities outside of the work day and off District property provided such activities do not adversely affect the District or the employee's job performance. Solicitation of other employees, students or parents/guardians is strictly prohibited at any time on District property, including District transportation, and as may be prohibited by applicable professional ethics rules. District employees shall not act as agents for school textbooks or supplies (including sports apparel or equipment) in any transaction with the District.

More than one individual in a family may be an employee of the District. As with all employees, the employment of more than one individual in a family is a decision made on the basis of the individual's qualifications, credentials and records. Favoritism or other preferential treatment with regard to the employment of more than one individual in a family is strictly prohibited. In order to avoid conflicts of interest in the supervision and evaluation of employees, at no time may any administrator or supervisor be directly responsible for the assignment of duties, supervision and/or evaluation of any employee who is related to the administrator or supervisor within the third degree by birth or marriage. Similarly, romantic relationships between an employee and another employee may compromise or create a perception that compromises the ability of both individuals to effectively perform their jobs, and therefore romantic relationships between an employee and any administrator or supervisor directly responsible for the assignment of duties, supervision and/or evaluation of the employee are prohibited.

When such a family relationship or romantic relationship prohibited by this policy is established after an individual has been employed in the District, a transfer may be effected as

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soon as practical or other action may be taken as deemed necessary to ensure a productive work environment. In situations involving a family or romantic relationship between employees that is not prohibited by this policy, the District reserves the right to take personnel action as deemed necessary to ensure a productive work environment, to the same extent it does with all employees.

Employees shall not engage in any of the following conduct:

(a) outside employment or an activity that involves the use of the District's time, facilities, equipment, and supplies or the use of the District's badge, uniform, business card, or other evidences of office or employment to give the person or member of the person's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this provision, a person is not "similarly situated" merely by being or being related to a person who serves or is employed by the District;

(b) outside employment or an activity that involves the receipt of, promise of, or acceptance of money or other consideration by the person, or a member of the person's immediate family, from anyone other than the District for the performance of any act that the person would be required or expected to perform as a part of the person's regular duties or during the hours in which the person performs service or work for the District or

(c) outside employment or an activity that is subject to the official control, inspection, review, audit, or enforcement authority of the person, during the performance of the person's duties of office or employment. Employees engaging in such conduct shall take the appropriate action as required by law, which may include immediately ceasing the outside employment or activity, or publicly disclosing the existence of the conflict and refraining from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity.

Employees are encouraged to seek assistance from their building principals with any legal or ethical concerns. However, the District realizes this may not always be possible. Therefore, employees may contact the office of Human Resources to report any matter they

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believe cannot be discussed with the building principal.

It is the responsibility of each employee to be aware of an actual or potential conflict of interest, and to take the action necessary to eliminate such a conflict of interest. Should a conflict of interest arise, an employee should not participate in any action relating to the issue from which the conflict arose. Violation of this policy may lead to disciplinary action up to and including termination.

Cross References:

402, 906

Legal References:

Iowa Code § 68B.2A, 71.1, 279.8,  
301.28, 721.2, 282 Iowa Code ch. 25

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