



# Administrative Regulations

South San Antonio Independent School District

D – Personnel	DBD
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Conflict of Interest - 2023	

## GENERAL

An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.

On or before September 1 of each calendar year, the Superintendent and any employee having a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest shall file an affidavit disclosing the nature and extent of any substantial interest in a business entity or in real property. If the Superintendent or employee do not have a substantial interest in a business entity or in real property, the Superintendent or employee shall nonetheless file an affidavit disclosing no interests. [See DBD (LEGAL)]

## GIFTS

An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities. [See CAA, CB, and CBB]

## ENDORSEMENTS

An employee shall not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the District employee during non-school hours. No employee shall require students to purchase a specific brand of school supplies if other brands are equal and suitable for the intended instructional purpose.

## SALES

An employee shall not use his or her position with the District to attempt to sell products or services.

## NON-SCHOOL EMPLOYMENT



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An employee shall disclose in writing to his or her immediate supervisor any outside employment that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.

## **TUTORING**

An employee shall disclose in writing to his or her immediate supervisor any private tutoring of District students for pay.