

CCSD Administrative Guidelines Regarding Staff Conflict of Interest

Pursuant to the School Board's Staff Conflict of Interest Policy (GAG), these administrative guidelines are to be utilized by CCSD staff in policy application:

A Student Support Organization (SSO) is any booster club, parent organization, or school-based club organized for the purpose of assisting schools.

Responsibilities of employees accepting payments from a Student Support Organization:

1. Employees will not accept payments from one or more SSO which in total would exceed the amount noted in the annual CCSD Salary Allocation Handbook approved by the Superintendent and Board of Education.
2. Employees not receiving a CCSD Local Supplement will not accept payments from one or more SSO which in total would exceed the lowest CCSD supplement for that activity.
3. Employees are prohibited from soliciting or requiring such payments as a condition of their accepting or continuing the extra-curricular responsibility. Payments from SSO's to employees who have extra-curricular responsibilities are voluntary recognitions of the additional services provided to the District by these employees.
4. Employees may not receive payments for moving or relocation expenses without the express prior approval of the Superintendent or his/her designee.
5. Employees may not perform or conduct clinics or other activities for payment during the contract period without the express prior approval of the Superintendent or his/her designee.

Responsibilities of Principal or designee for supervising one or more employees who are receiving payments from a Student Support Organization:

1. Each Principal/designee will inform the faculty at the beginning of each school year regarding Guidelines for Payments from SSO's to District employees.
2. Principal/Designee must submit to the Office of School Operations the Student Support Organization (SSO) District Employee Payment Approval Form for prior approval.
3. Upon approval, the SSO may reimburse the employee according to District guidelines.