

#101820

GBEA
GCRD

CONFLICT OF INTEREST

In order to minimize any potential conflict of interest situation, the employee should discuss the matter with the Superintendent. A written opinion from the Superintendent will provide protection against disciplinary action.

The following situations may place an employee in a conflict of interest situation:

- a) an activity for personal financial gain or employment outside the Division which involves any of the following:
 - using time paid for by the Division;
 - an adverse effect on performance of your duties with Division;
 - using Division resources for the activity;
 - providing tutorial services to a student in the same building you are currently assigned to, or in the case of clinical services to a student currently on your assigned caseload.
- b) soliciting or accepting gifts, considerations, prizes or hospitality other than those of a token nature (\$250 or less) from any person, firm or corporation with whom the Division does business;
- c) using association with the Division or the advantage of privileged Division information for the financial gain of a relative, friend or self;
- d) seeking to obtain preferential treatment from the Division for a relative, friend or commercial enterprise in which you, a relative or friend has a financial interest;

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- e) recruiting, selecting or retaining a relative or friend if you are in the position of authority;
- f) influencing another employee to recruit, select or retain a relative or friend;
- g) in those situations where the Division has entered a competitive bid or tender to provide services, an employee may not submit a tender in competition without first resigning their employment;
- h) there should be no conflict of interest in the supervision or evaluation of employees. At no time may any administrator be directly responsible for the supervision or evaluation of a relative.

Exceptions to this policy will be made by the Superintendent with explicit acknowledgment to the Board of Trustees.

Examples

The following are examples of acts the Division considers to be violations of our Conflict of Interest Policy and subject to disciplinary action:

- Through your direct involvement, you receive personal financial gain from outside activities or employment conducted during hours for which you are being paid by the Division.
- You use a Division vehicle, office materials or supplies, facilities or any other resources for any purpose other than conducting Division business unless you are specifically authorized to do so.
- You engage in the sale of goods or services to the Division while an employee.

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- Your job performance with the Division is adversely affected because of working in a second job (including self-employment) outside of normal working hours.
- You receive payment for providing tutorial services to a student in the same building you are currently assigned to, or in the case of clinical services to a student currently on your assigned caseload.

Staff is encouraged to receive approval from the Superintendent before committing to work which may be perceived as a possible conflict with Division policy.

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