

HUMAN RESOURCES

Conflicts of Interest

The purpose of this policy is to provide guidance on activities that may constitute a conflict of interest but is not designed to be exhaustive. Regardless of whether a particular activity is specifically addressed within this policy, district employees including those on any form of paid or unpaid leave from a position of employment with the district shall inform their supervisors in writing of all reasonably foreseen potential or actual conflicts of interest.

A conflict of interest is any situation in which a district employee, either for himself/herself or some other person(s), attempts to promote a private or personal interest which results or appears to result in the following:

- An interference with the objective exercise of his/her district duties; and/or
- A gain or an advantage by virtue of his/her position in the district.

Employees shall not engage in nor have a direct financial or beneficial interest in any activity which conflicts with his/her duties and responsibilities. Such activities where a conflict of interest may exist include but are not limited to:

- Receiving economic benefit from selling or promoting the sale of goods or services to district students or their parent/guardian where the knowledge of the employee's position to the district is in any way used to influence the sale.
- Encouraging a student who is enrolled in one or more of the certificated employee's classes to take private lessons, therapy, or to engage in tutoring for a fee from the employee, another employee, or a relative of the employee, or a member of the employee's household.
- Providing or using individual student or staff directory information to promote sales of goods or services.
- Participating in any way in selecting materials, books or equipment when an item developed, authored, or sold by the employee, a relative of the employee or member of the employee's household is under consideration for approval for district use.
- Participating in any way in selecting a vendor of goods or services for the district where the vendor is an employee, relative of the employee, or a member of the employee's household, or the employee or employee's relative or household member has financial interest in the vendor.
- Being involved in selecting an applicant or in appointing, evaluating or supervising any other staff member who is a relative or member of the employee's household.
- Using district communication systems (e.g., telephone, bulletin board, interschool mail, voicemail, electronic mail) or facilities without a facility use permit to promote sales of goods or services in which an employee, a relative of the employee, or a member of the employee's household has a financial interest.
- Purchasing or otherwise acquiring surplus district property, where the employee was involved in or had influence in declaring the item(s) as surplus.

- Purchasing goods or services for the district from a vendor which employs the employee, a relative of the employee, or a member of the employee's household.
- Using district funds under the employee's management or control to contract or subcontract with a relative of the employee or with businesses in which the employee, a relative of the employee, or a member of the employee's household has a financial interest.
- Using district equipment for employee's personal business or personal use or removing district equipment from district property for personal use provided, however, that use of district facilities as part of a district-authorized program shall not constitute a conflict of interest.
- Approving pay or other compensation for oneself or a relative or a member of the employee's household.
- Accepting an honorarium, payment or gratuity if the employee is authorized by a supervisor to render a service to a public or educational institution or a business during the employee's workday. Such honorarium, payment, or gratuity received shall be assigned to the district or may be approved for individual compensation based on additional work provided. It is recognized that some certificated staff may serve as College in the High School instructors and receive compensation for the additional time.

Certificated or other staff may engage in tutoring, private instruction, ancillary services (counseling, physical therapy, testing, etc.) and/or other employment outside the established regular school day so long as this activity does not interfere with their contractual duties and responsibilities.

A certificated staff member shall not tutor students assigned to his/her class or provide ancillary services unless approved by the superintendent or designee. The superintendent or designee may grant permission for certificated staff to provide ancillary services or tutor students enrolled in their class under the following circumstances:

- The student is not enrolled in a core academic class (e.g., Language Arts, Social Studies, Math, and Science at the secondary level or Math, Science, Social Studies, Reading and Writing at the elementary level) with the certificated staff member;
- The tutoring or ancillary services are not provided and do not take place during the employee's contracted workday; and
- The tutoring or ancillary services are not provided in district facilities or with the use of district equipment unless a rental fee is paid.

Any deliberate act by an employee in the course of professional practice that requires or pressures district students and/or parents to purchase equipment, supplies, or services from the employee, another employee, a relative of the employee, or a member of the employee's household in a private remunerative capacity is found by the board to be an act of unprofessional conduct that the district will report to the Office of Professional Practices. In addition, any violation of this policy by an employee may result in disciplinary action, up to and including termination of employment from the district.

No person shall be employed by the district who is the spouse, registered domestic partner, or dependent of any member of the board of directors or the superintendent unless the employee was under contract with the district prior to the date in which the director assumes office, except as authorized in [Board Policy 1610](#) – Conflicts of Interest.

Cross references:	Board Policy 1610	Conflicts of Interest
	Board Policy 5220	Private Lessons
	Board Policy 5225	Technology
	Board Policy 5253	Maintaining Professional
		Staff/Student Boundaries
	Board Policy 6114	Gifts
	Board Policy 6230	Relations with Vendors
	Board Policy 6571	Lending of District-Owned
		Equipment and Books
Legal reference:	WAC 181-87-090	Improper remunerative conduct

Adopted: February 8, 2011
Revised: June 28, 2011
Updated: February 2012
Updated: October 2012
Updated: February 2018
Updated: February 2020