Book	Administrative Policies
Section	Section G: Personnel Policies
Title	Staff Ethics - Conflict of Interest
Code	GBEA
Status	Active
Adopted	June 15, 1995
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District staff members are expected to exercise good judgment and ethical conduct to ensure that conflicts of interest do not occur by engaging in activities that are incompatible with the duties and responsibilities of their District position. This includes entering into agreements on behalf of the District in which they have a conflicting personal interest. Questions relating to a potential conflict of interest should be directed to the District staff member's direct supervisor or an administrator in Human Resources.

All staff members shall avoid any action, which could result in, or create the appearance of, using public office for inappropriate private gain or giving inappropriate preferential treatment to any person.

Hiring, Supervising, and Evaluating
All standard hiring procedures are to be followed when any candidate is recommended for hire including: documentation of hiring procedure; validation of reference checks; list of all persons involved in the selection process; and, a copy of all relevant records, transcripts, work experience and other qualifications. This evidence shall demonstrate that the hiring recommendation was based on the selection of the best-qualified candidate available to fill this position.

No District staff member shall participate in the selection, hire recommendation, offers of employment, direct supervision, or direct evaluation of any candidate who is a member of his/her family. As used in this policy, the term "member of his or her family" shall mean spouse, partner in a civil union, son, daughter, child, step-child, mother, mother-in-law, daughter-in-law, stepmother, father, father-in-law, son-in-law, step-father, grandchild, grandparent, guardian, brother, step-brother, half-brother, sister, step-sister, and half-sister.

"Direct" supervision or evaluation is defined as immediate, first line level or contact supervision and written evaluation responsibilities. "Indirect" supervision is defined as supervision through one or more intermediate supervisors and does not involve responsibility for the written evaluation of the staff member. Indirect supervision may be permitted as long as family ties do not adversely alter the performance of professional duties. No individual with direct or indirect supervision responsibilities shall have written evaluation sign-off responsibilities for an immediate family member.

Pecuniary Benefit
No staff member shall engage in or have a financial interest in any activity that conflicts with or raises reasonable question of conflict with duties and responsibilities in the District. Staff tutoring or giving private lessons for pay to students whom the staff member evaluates and to whom the staff member assigns a grade is normally considered a conflict of interest. However, there may be exceptions, which shall require written authorization from the Board of Education**.**

Gifts
A staff member shall not use his/her position with the District for personal gain, nor for the gain of friends or relatives.

All staff members are prohibited from accepting gifts of other than minimal value from individuals, companies, or organizations conducting business or seeking to conduct business with the District. A staff member shall not accept a gift if the acceptance of the gift may unduly influence or affect the staff member in the performance of his/her duties. The acceptance of minor items, which are generally distributed by the company or organization through its public relations program, is appropriate for staff members to receive. Discounts offered to all staff members through the District's approved programs are appropriate.

District Materials
Material purchased with District funds shall not be transferred from one District site to another without written authorization from the superintendent or designee.

Solicitations
External community or business organizations shall not distribute flyers or other materials related to their sales programs. Fund drives conducted internally through the District shall be approved by the superintendent or designee. Vendor information shall not be placed in staff mailboxes. Vendor information shall be placed on staff lounge bulletin boards only with site supervisor approval.

Personal Business
District staff members shall not transact business affairs on District property without specific written prior approval of the superintendent or designee. It is permissible for a staff member to make information available related to his/her business only in an officially designated location within the staff area/lounge. Site supervisors will approve such information to be posted or made available. This courtesy does not extend to family members or friends of staff. Staff members are not to use District e-mail addresses or District mailboxes to distribute advertisement of personal business.

District staff members shall not initiate distribution of personal business information to parents by way of students or through the use of information obtained through District records.

District staff members shall not distribute personal business information to other staff members through the use of information obtained through the District staff directory.

District staff members shall not share the confidential staff information found in the District staff directory with anyone, including a vendor or business.

Confidential Information
All confidential information that a staff member or volunteer receives as a result of his/her association with the District shall be kept confidential and not be used to engage in any type of work or discussion outside of the District.

Sale of Goods or Services by District Staff to the District
A staff member or family of a staff member shall not sell any materials or services to the District without written authorization from the superintendent, per Appendix GBEA-E (Conflict of Interest Waiver).

Staff members that are hired to provide training in-district through the district Professional Learning Office shall complete a performance contract and are not required to seek written authorization from the superintendent.

Adopted: June 15, 1995
Revised: January 9, 1996
October 21, 2004
December 18, 2006
May 13, 2010
November 1, 2010
July 1, 2015
July 1, 2016
July 1, 2018

Legal Refs:
20 U.S.C. § 1681
Colorado Constitution, art. X, § 13
C.R.S. § 18-8-308
C.R.S. § 22-32-110(1)(k)
C.R.S. § 22-63-204
C.R.S. §§ 24-18-101 et seq.

C.R.S. § 24-34-402(1)
C.R.S. 24-72-201 (Colorado Open Records Act)

Cross Refs:
GBEB – Staff Conduct and Responsibilities
EL 2.0 Global Executive Constraint
EL 2.3 Treatment of Staff
EL 2.7 Employment, Compensation and Benefits

GBEA Staff Ethics-Conflict of Interest.pdf (70 KB)