

Staff Ethics/Conflict of Interest

No district employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his or her duties and responsibilities in the school system. Employees are expected to perform the duties of the position to which they are assigned and to observe rules of conduct and ethical principles established by state law and district policies and regulations.

It shall be understood that all confidential information an employee is privy to as a result of district employment shall be kept strictly confidential. In addition, employees shall not utilize information solely available to them through school sources to engage in any type of work outside of the school district. This includes information concerning potential customers, clients or employers.

An employee shall not sell any books, instructional supplies, musical instruments, equipment or other school supplies to any student or to the parents/guardian of a student who attends the school served by the employee unless prior approval has been obtained from the Superintendent.

Given the small size of the district, every attempt shall be made to avoid a situation that places an employee in the position of exercising supervisory, appointment, dismissal authority, or disciplinary action over a member of the employee's immediate family. For purposes of this policy, an employee's "immediate family" includes his or her spouse, children and parents. This includes auditing, verifying, receiving, or being entrusted with moneys received or handled by a member of the employee's immediate family. It includes minimizing an employee's access to the confidential employment information of a member of the employee's immediate family, including payroll and personnel records to whatever extent possible.

In the event that such a conflict of interest develops between an employee and member of the employee's immediate family, the matter will be brought to the Board's attention.

LEGAL REFS.: Constitution of Colorado, Article X, Section 13 (*felony to make a profit on public funds*)
C.R.S. 14-15-101 et seq. (*Colorado Civil Union Act*)
C.R.S. 22-63-204 (*teachers receiving money for items sold to students/parents without written consent from Board*)
C.R.S. 24-18-109 (*Government rules of conduct*)
C.R.S. 24-18-110 (*Voluntary Disclosure*)
C.R.S. 24-18-201 (*standards of conduct-interest in contracts*)
C.R.S. 24-18-202 (*Standards of conduct- interests in sales*)
C.R.S. 24-34-402 (1) (*discriminatory and unfair employment practices*)
C.R.S. 24-34-402 (1)(h) (*nepotism provisions*)

CROSS REF.:

DKC, Expense Authorization/Reimbursement (Mileage and Travel)
GBEB, Staff Conduct
GCE/GCF, Professional Staff Recruiting/Hiring
GDE/GDF, Support Staff Recruiting/Hiring
GDQD, Discipline, Suspension and Dismissal of Support Staff