



DISTRICT PRACTICE 4105

STAFF CONFLICT OF INTEREST

DEFINITIONS:

Close Associate, is defined as a business associate, or someone in a close personal relationship.

Family is defined as all relatives, such as, but not limited to the following: spouses, domestic partners, children, parents, grandparents, and siblings.

Significant others includes individuals involved in a relationship who may or may not reside together.

Direct supervisory relationship refers to an employment relationship where one employee does or could have authority over another employee's performance evaluation, salary, work hours, working assignments, or other conditions of employment.

DISTRICT PRACTICE:

1. Employees of the Board who are in a position to hire or contract full-time, part-time, occasional, contract or summer staff/students will not hire relations, described in the definitions above, to work for them directly.
2. An employee must ensure there is no participation in the hiring process when the employee has a relation as described in the definitions above.
3. Employees and prospective employees will not seek positions where a direct supervisory role could result for a relation of the type as described in the definitions above. However, should this be impossible to avoid, the Superintendent will ensure sufficient safeguards are in place to guard the School District's integrity in relation to this policy.
4. In situations where an employee may have a direct supervisory role over a relation described in the definitions above as a result of emerging or changing circumstances, each employee shall report this conflict in writing to Human Resources who will then determine if any action is required.