

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CONFLICT OF INTEREST

DBD  
(LOCAL)

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**Note:** For conflicts of interest and gifts and gratuities related to federal grants and awards, see CAA and CAAB.

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DISCLOSURE  
GENERAL STANDARD

An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the College District.

Annually, any employee engaged in the preparation of specifications, evaluation, recommendation, execution, or administration of any purchase or contract for the purchase of goods or services by the College District (other than employment contracts) shall certify in writing that he or she does not have a substantial interest in any business entity that is a party to or receives direct financial benefit from the College District's purchase or contract. The College District director of human resources shall promulgate rules to implement this certification.

SPECIFIC  
DISCLOSURES  
SUBSTANTIAL  
INTEREST

The Chancellor shall file an affidavit with the Board Chairperson disclosing a substantial interest, as defined by Local Government Code 171.002, in any business or real property that the Chancellor or any of his or her relatives in the first degree may have.

Any other employee who is in a position to affect a financial decision involving any business entity or real property in which the employee has a substantial interest as defined by Local Government Code 171.002 shall file an affidavit with the Chancellor; however, the employee shall not be required to file an affidavit for the substantial interest of a relative.

INTEREST IN  
PROPERTY

The Chancellor shall be required to file an affidavit disclosing interest in property in accordance with Government Code 553.002.

[See BBFA]

GIFTS

An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities. [See CAA, CAAB, and CDE]

ENDORSEMENTS

An employee shall not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the employee during nonschool hours, unless the product, material, or service is recommended, endorsed, or required for a course the employee teaches and is reasonably related to the subject matter of the course and the course syllabus.

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No employee shall require students to purchase a specific brand of supplies if other brands are equal and suitable for the intended instructional purpose.

SALES

An employee shall not use his or her position with the College District to attempt to sell products or services, unless the product or service is recommended, endorsed, or required for a course the employee teaches and is reasonably related to the subject matter of the course and the course syllabus.

INSTRUCTIONAL  
MATERIALS

The Chancellor shall establish procedures governing the required purchase by students of instructional materials (including textbooks, study guides, syllabi, and supplies) either from College District employees or in a manner by which a College District employee may receive direct financial benefit.