

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CONFLICT OF INTEREST

DBD
(LOCAL)

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

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.

Specific Disclosures
Substantial Interest

The College President shall file an affidavit with the Board President disclosing a substantial interest, as defined by Local Government Code 171.002, in any business or real property that the College President 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 College President; however, the employee shall not be required to file an affidavit for the substantial interest of a relative.

Interest in Property

The College President 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.

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 products or services are recommended, endorsed, or required for a course the

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employee teaches and are reasonably related to the subject matter of the course and the course syllabus.

Tutoring

A faculty member shall not tutor for pay any student enrolled in his or her class.

Public Office

Any employee who files as a candidate for an elective public office or who may be appointed to public office shall notify his or her immediate supervisor in writing and forward copies to his or her respective vice president, who shall notify the College President. When such public office places demands on an employee such that the discharge of responsibilities to the College District would be impaired, the responsible administrator and employee must hold joint responsibility to ascertain if arrangements can be made to accommodate the time away from work. Generally, an employee may arrange to take accrued annual leave or a part-time or full-time leave of absence without pay to campaign for elective office or to meet off-campus obligations that any elective or appointive office may require.