

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 CB and CBB.

An employee shall avoid any conflict of interest between his or her personal interests and the interest of the District when dealing with students, parents, vendors, customers, and all organizations or individuals doing or seeking to do business with the District.

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 District.

Specific Disclosures
Substantial Interest

The Superintendent 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 Superintendent 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 Superintendent; however, the employee shall not be required to file an affidavit for the substantial interest of a relative.

Interest in Property

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

Annual Financial Management Report

The Superintendent, as the executive officer of the District, shall provide to the District in a timely manner information necessary for the District's annual financial management report.

[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, CB, and CBB]

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

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Sales

An employee shall not use his or her position with the District to attempt to sell products or services.

An employee who is also employed outside the District, including self-employment, shall not be permitted to sell personal goods or services to other District employees. In addition, an employee who sells goods or services shall not be permitted to use District time or equipment for purposes of the outside employment.

Private Tutoring

An employee shall not, during the school year, privately tutor for pay any student being taught or served by the employee. An employee shall disclose in writing to his or her immediate supervisor any private tutoring of other District students for pay. The employee's principal or supervisor shall determine whether the private tutoring creates a conflict of interest with the proper discharge of the employee's assigned duties and responsibilities.

Private Service
Provider

An employee shall not, during the school year, provide private services, such as child care or respite care, for pay for a student being taught or served by the employee. An employee shall disclose in writing to his or her immediate supervisor any private services for other District students for pay. The employee's principal or supervisor shall determine if the outside employment creates a conflict of interest with the proper discharge of the employee's assigned duties and responsibilities.