BOARD POLICY

GAG

NOVEMBER 2026
~~JANUARY 1996~~
~~Reviewed 2/2014~~

PERSONNEL
EMPLOYEE CONFLICT OF INTEREST

~~The objective of this conflict-of-interest policy is to prescribe standards of conduct for employees in order to maintain an impartial administration of the business of the school district and to maintain public confidence in the Livonia Public Schools.~~

~~Employees shall use personnel, resources, property, and funds under the employees' control judiciously and in accordance with good business practices and Livonia Public Schools' administration procedures and not for personal gain or benefit.~~

~~Employees shall not divulge to unauthorized persons, confidential information acquired in the course of employment in advance of the time prescribed for its authorized release to the public. In addition, employees shall not benefit financially from confidential information obtained by reason of their positions.~~

~~Employees shall not make personal sales for profit of supplies, materials, or equipment to students or use their positions to influence such sales.~~

~~The superintendent or designee must approve any solicitation of students to attend non-school district sponsored camps, travel trips, special schools, tutoring, or other activities through which an employee will realize a financial gain or advantage. A written "Disclaimer Statement" to the student and parent(s) stating that Livonia Public Schools is not sponsoring, endorsing, or otherwise participating in the student activity is required with the approval of the superintendent or designee.~~

~~No employees shall have personal work done for them by students or other employees during the workday. District approved on-campus educational programs, such as restaurant or auto repairs, may be used by employees when authorized by the superintendent or designee.~~

LEGAL REF.: MCL 15.401, *et seq;* 169.201, *et seq.*; 388.1769b

The purpose of this policy is to establish clear standards of professional conduct for all district employees, ensure the impartial administration of district business, prevent personal enrichment through public service, and safeguard district resources and confidential information. Employees hold a position of public trust and shall perform their duties with integrity and impartiality.

- Public Property and Funds: Employees shall handle all district personnel, funds, facility space, equipment, technology, and property judiciously, strictly for legitimate district operational or educational purposes, and in accordance with law, board policy, and administrative procedures.
- Prohibition of Personal Gain: Employees are prohibited from using district property, facilities, equipment, supplies, or their official position for personal financial gain, private commercial enterprise, or unauthorized private benefit.
- Protection of Confidential Information: Employees shall protect and not disclose confidential information obtained during their employment, including student education records (governed by FERPA), personal identifying information (PII), personnel records, legally privileged communications, and sensitive administrative or financial data—to unauthorized persons prior to its official public release.
- Prohibition of Financial Gain: Employees shall not use confidential or non-public district information acquired through their position for personal financial advantage, insider gain, or the benefit of immediate family members or private business associates.
- Direct Sales to Students: Employees are strictly prohibited from selling goods, supplies, educational material, or equipment directly to district students for personal profit, or using their influence as district staff to direct student purchases to private ventures in which they hold a financial interest.
- Superintendent Approval: Any solicitation or marketing to district students or families for non-district-sponsored commercial trips, summer camps, private tutoring, specialized training, or other private ventures through which an employee will derive financial gain must receive prior written approval from the Superintendent or designee.
    - Mandatory Written Disclaimer: Upon receiving approval, any materials distributed to students or parents must clearly display the following statement:
    - *"This activity is privately operated and is not sponsored, endorsed, conducted, or supervised by Livonia Public Schools."*
- Private Services and Work: No employee shall request, direct, or permit students or other district employees to perform personal services, tasks, or labor for the employee's private benefit during school hours, contract hours or off hours without standard rate compensation agreement and use of privately purchased materials and equipment
- Approved Career and Technical Education (CTE) Programs: Personal use of district-approved student CTE programs (such as culinary programs, automotive repair, or Fashion Merchandizing) is permitted only when conducted as a formal, recognized component of the curriculum and explicitly authorized by the Superintendent or designee under standard public or district rates.
- Duty to Disclose: Employees must promptly disclose to the Superintendent or designee any potential or actual conflict of interest—financial, personal, or professional—that could reasonably appear to impair their objectivity or independence of judgment in the performance of their district duties.