

INDEPENDENT SCHOOL DISTRICT 283

SECTION/FILE: 436

DATE OF ADOPTION: 05/22/78

REVISED: 05/23/83; 06/26/06;

TITLE: STAFF CONFLICTS OF INTEREST AND NEPOTISM

I. PURPOSE

The purpose of this policy is to ensure that all employees of St. Louis Park Schools conduct District business with integrity, impartiality, and transparency. It aims to prevent personal, financial, or outside interests from compromising an employee's judgment and to eliminate situations where an individual may have unfair influence over the career development, work assignments, performance reviews, or compensation of a family member.

II. GENERAL STATEMENT OF POLICY

All District employees are expected to perform their duties solely in the best interests of the District and its students, avoiding all conflicts of interest and the appearance of such conflicts. Employees must not use their position, authority, or District resources for personal gain or the gain of others.

To maintain these standards and ensure consistent employment guidelines, the District prohibits any individual from being assigned, reassigned, or employed, including through independent contracts, in any department, special program, location, or school where a family member holds direct administrative or supervisory responsibility over them.

III. DEFINITIONS

Conflict of Interest: A situation where an employee's personal, financial, or professional interests interfere, or appear to interfere, with their ability to perform District duties objectively.

Financial Interest: Any ownership, investment, or compensation arrangement that could influence an employee's decision-making.

Supervisor or Administrator: Any employee with the authority to hire, set salary, transfer, promote, discharge, assign, reward, discipline, or direct other employees using independent judgment.

Family Relationship: This includes "step" or half-blood relationships and encompasses:

- a. Spouse or domestic partner.
- b. Parents, children, and siblings.
- c. In-laws (spouse's parents, siblings, or children's spouses).
- d. Grandparents and grandchildren (including spouse's and "great").
- e. Uncles, aunts, nieces, and nephews.
- f. Any individual residing in the same household as the administrator or supervisor.

- g. Adopted children are treated the same as natural children.

IV. PROHIBITED CONDUCT

Financial and Business Interests: Employees may not participate in District decisions involving vendors or organizations in which they or an immediate family member have a financial interest.

Outside Employment: Employees shall not accept compensation from entities doing business with the District if it conflicts with District duties. Outside activities must not interfere with work schedules or use District resources.

Gifts and Gratuities: Employees may not solicit or accept gifts or hospitality that could be perceived as influencing District decisions.

Use of District Resources: Use District funds, equipment, facilities, or time for personal business or outside employment, except as permitted by District policy.

Confidential Information: Use confidential or non-public District information for personal or financial benefit.

Supervisory Nepotism: Employees are prohibited from supervising, evaluating, or influencing the hiring, promotion, or compensation of an immediate family member. They must also recuse themselves from decisions involving individuals with whom they have a close personal or romantic relationship.

Outside Employment and Activities: Employees may engage in outside employment or professional activities, provided that such activities:

- a. Do not interfere with the employee's District duties or work schedule.
- b. Do not create an actual or apparent conflict of interest.
- c. Do not involve the use of District resources or confidential information.

V. EXCEPTIONS AND SPECIAL CIRCUMSTANCES

Student Enrollment: This policy does not restrict students from enrolling in classes taught by relatives; however, the faculty member remains responsible for standard academic decisions.

Unique Exceptions: Exceptions for unique circumstances must be requested in writing with justification through the administrative line to the Superintendent or designee.

VI. DISCLOSURE AND MANAGEMENT

Employees have a continuing obligation to promptly disclose actual or potential conflicts to their supervisor or the Superintendent. The District may manage conflicts by requiring recusal, reassigning duties, or prohibiting certain outside activities.

VII. REPORTING AND ENFORCEMENT

Any employee aware of a potential violation should report it through established channels. Retaliation against any employee who makes a good-faith report is strictly prohibited.