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## Employee Conflicts of Interest

District employees shall strive to act in an ethical manner at all times. Employees shall not engage in any activity that would compromise their abilities to fulfill their obligations to the District, its students, and its community.

### Compliance with Laws and Regulations

District employees shall comply with laws and regulations applicable to their actions, including but not limited to the government standards and practices laws (ORS Chapter 244), laws prohibiting bribery (ORS 162.015, 162.035), laws requiring open meetings (ORS 192.610 to 192-710), and laws and regulations concerning the standards for competent and ethical performance of Oregon educators (ORS 342.175, OAR 584-020-005 to 584-020-0045).

### Compliance with the District Code of Professional Conduct & Annual Notices for Education Practitioners

District teachers, support staff, administrators, and substitutes shall be expected to comply with the District's Code of Professional Conduct & Annual Notices for Education Practitioners ("District Code").

The District Code shall be periodically reviewed and updated as necessary.

### Administrative Regulations-

The Superintendent shall adopt administrative regulations implementing this policy with respect to District employees.

### Prohibitions

No District employee shall use or attempt to use his or her official position or employment at the District to obtain financial gain or the avoidance of financial detriment for the employee, the employee's relatives, or for any business with which the employee or a relative is associated.

No District employee or relative shall solicit or receive directly or indirectly during any calendar year any gift or gifts with an aggregate value in excess of \$100 from any single source that could reasonably be known to have a legislative, administrative, regulatory, contractual, supervisory or judicial interest in the District.

No District employee shall solicit or receive, either directly or indirectly, any pledge or promise of future employment or financial gain based on any understanding that the employee's action or judgment in his or her capacity as an employee of the District would be thereby influenced.

No District employee shall attempt to use or use for personal gain any confidential information gained through his or her employment with the District. Employees shall respect individuals' privacy rights when dealing with confidential information gained through employment by the District.

No District employee may serve as a School District School Board Member or Beaverton School District Appointed Budget Committee Member.

### **Potential Conflict of Interest**

When in the course of employment a District employee becomes aware of a potential conflict of interest, the employee shall immediately report the nature of that potential conflict of interest before taking any action to the Superintendent or his designee.

### **Actual Conflict of Interest**

When in the course of employment a District employee becomes aware of an actual conflict of interest they shall immediately report the nature of that conflict of interest before taking any action to the Superintendent or his designee and shall refrain from participating in any discussion, debate, or action on the issue out of which the actual conflict arises.

### **Recording Potential and Actual Conflicts of Interest**

When a District Employee gives notice of an actual or potential conflict of interest, the actual or potential conflict shall be recorded in the official records of the District, and a notice of the actual or potential conflict and how it was disposed of may, in the discretion of the Board, be provided to the Oregon Government Standards and Practices Commission.

### **Definitions**

“Potential conflict” of interest means any action, decision, or recommendation by a District Employee that could result in the private monetary benefit or detriment to the employee, to relatives, or to a business with which the employee or relatives are associated, unless otherwise provided by law.

“Actual conflict” of interest means any action, decision, or recommendation taken by a District Employee that would result in a private monetary benefit or detriment to the employee, to relatives, or to any business with which the employee or relatives are associated, unless otherwise provided by law.

“Business” means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, or any other legal entity operated for economic gain.

“Business with which the employee or a relative is associated means: (1) any private business or closely held corporation of which an employee or relative is a director, officer, owner, employee, or agent; (2) any private business or closely held corporation in which an employee or relative owns or has owned stock, another form of equity interest, stock options, or debt instruments worth \$1,000 or more at any point in the preceding year; (3) any publicly held corporation in which an employee or relative owns or has owned \$100,000 or more in stock or another form of equity interest, stock options, or debt instruments at any

point in the preceding calendar year; and (4) any publicly held corporation of which an employee or relative is a director or officer.

“Relative” means an employee’s spouse, children of an employee or of spouse, brothers, sisters and parents of an employee or of spouse.

**END OF POLICY**

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**Legal Reference(s):**

[ORS 244.010 to -244.400](#)  
[ORS 332.016](#)

[ORS 659A.309](#)

[OAR 199-005-0001 to -199-020-0020](#)  
[OAR 584-020-0040](#)

[OR. ETHICS COMM’N, OR. GOV’T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.](#)

[HR1/14/16](#) | PH

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