

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS:
CONFLICT OF INTEREST

DBD
(LOCAL)

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 that creates a potential conflict of interest with the best interest of the District.

SPECIFIC
DISCLOSURES

SUBSTANTIAL
INTEREST
AFFIDAVIT

The Superintendent and 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 be required to file an affidavit disclosing the nature of the interest. [See BBFA] The affidavit shall be filed with the Superintendent, Board President, or a designee prior to the award of a contract or authorization of payment by the District.

AFFIDAVIT
DISCLOSING
INTEREST IN
PROPERTY

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

CONFLICTS
DISCLOSURE
STATEMENT

No employee other than the Superintendent shall be required to file the conflicts disclosure statement, as promulgated by the Texas Ethics Commission and as specified by Local Government Code 176.003-.004. [See BBFA]

ACCEPTANCE
OF GIFTS

Except as provided in this policy, no District employee shall accept any gift, favor, loan, service, trip, or other personal or real property from any individual or entity that conducts or seeks to conduct business with the District.

Employees of the District may accept the following:

1. Gifts that are of nominal value given for the purpose of advertising, ceremonial occasions, or official events.
2. Infrequent business meals of nominal value.
3. Infrequent entertainment or social invitations, provided the entertainment or social invitation is not directed to the District or a select group of area school districts.

As used in this policy, nominal value is defined as \$25 or less.

Employees may accept expense-paid trips that are part of the normal

business activities of the District. Trips taken by employees shall be approved in advance by the Superintendent.

Employees may accept trips, expenses, gifts, and awards related to the business of the District and paid for by the District.

ENDORSEMENTS An employee shall not recommend, endorse, or require students or other employees 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.

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

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