

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.

**General**

All employees shall avoid any actual or anticipated conflict between their personal interests and the interests of the District in dealing with suppliers, customers, and all other organizations or individuals doing or seeking to do business with the District.

An employee shall not have a personal financial interest, a business interest, or any other obligation with any business or activity (including outside employment or independent contractor relationship) that in any way creates a substantial conflict with the faithful discharge of assigned duties and responsibilities or that creates a conflict with or compromises the best interest of the District.

The Superintendent shall develop procedures under which employees are required to disclose conflicts of interest.

**Supervisory Relationships**

Supervisors shall avoid any conflict of interest as it relates to subordinates, especially subordinates within any supervisor's chain of command.

A supervisor shall not enter into or continue a business relationship with an employee within his or her chain of command.

An employee shall not perform any personal work at any time for supervisory personnel within the same chain of command as the employee.

**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. The immediate supervisor shall immediately notify the Leadership Team member that the department reports to of the actual or potential conflict of interest and the immediate supervisor shall take action to ensure applicable law and Board policy are followed in connection with the disclosed conflict.

**Specific Disclosures  
Substantial Interest**

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. The affidavit shall be filed with the Superintendent, Board President, or designee prior to the award of a contract or authorization of payment by the District.

**Deleted:** 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.

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<del>Affidavit Disclosing</del> 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 <del>the purchase of</del> 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 <del>non-school</del> hours <del>or employees or contracts with the employee's relative(s)</del> . 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.
Nonschool Employment	An employee shall disclose in writing to his or her immediate supervisor any outside employment 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.  <del>An employee shall not engage in any non-school employment or any private business during duty hours or the hours otherwise necessary to fulfill assigned duties. This prohibition does not apply when an employee is on approved leave.</del>  <del>In addition, an employee shall not engage in non-school employment that:</del> <ol style="list-style-type: none"><li><del>1. Requires time or energy that interferes with the employee's effectiveness in performance of regularly assigned duties;</del></li><li><del>2. Adversely affects his or her employment status or professional standing; or</del></li><li><del>3. Is a conflict of interest with assigned duties.</del></li></ol>
Private Tutoring	An employee shall disclose in writing to his or her immediate supervisor any private tutoring of District students for pay.

~~Deleted: 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.~~

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~~Deleted: nonschool~~

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Employee  
Sponsoring  
Study/Travel  
Programs

The District does not sponsor or approve any student study/travel program that is not part of the curriculum. The following shall apply to District employees' involvement in any such programs:

1. Publicity of travel tours shall be limited to one poster or flyer displayed on school premises in a designated area (e.g., a student bulletin board), but only if approved in advance by the principal. No flyers may be distributed on school premises. All promotional materials for any travel tours shall plainly disclose that the tours are not endorsed or sponsored by the District.
2. Recruitment of travel tour participants for school programs may not occur during school hours.
3. Employees are specifically prohibited from utilizing confidential student information to promote tours, including, but not limited to, student data and contact information.
4. Any teacher who sponsors or accompanies students on foreign or domestic study/travel shall do so without the liability protection extended to District employees acting within the scope of their employment [See CRB]