

 <b>Tucson, Arizona</b>  <b>GOVERNING BOARD POLICY</b>	POLICY TITLE: Staff Conflict of Interest
	POLICY CODE: GBEAA

**Notice of Conflict of Interest**

Any employee who has, or whose relative has, a substantial interest in any decision of the District, including a decision to employ the relative or to engage in business with the relative, shall make known this interest in the official records of the District, and shall refrain from participating in any manner as an employee in such a decision. To disclose this interest, the employee shall file GBEAA-E with the Governing Board office.

Employees will not engage in any type of work where the source of information concerning customer, client, or employer originates from information obtained through the School District, except when permitted by state law and the Governing Board.

Employees will not participate for financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or their parents/guardians, except when permitted by the Governing Board.

Employees who have patented or copyrighted any device, publication or other item will not receive royalties for use of such item in the District Schools.

**Employment of Relatives**

No person employed by the District may be supervised by or in the direct line of supervision of a relative or domestic partner including:

- Father
- Mother
- Son
- Daughter
- Sister
- Brother
- step children
- spouse
- Father-in-law
- Mother-in-law
- Son-in-law
- Daughter-in-law
- Sister-in-law
- Brother-in-law
- Step parents
- Former spouse

This policy will apply for summer, independent contracts, temporary, hourly or part-time work as well as for full-time employment.

A dependent of a Board member (a person more than half of whose support is obtained from a Board member) cannot be hired in the District except by consent of the Board. The District cannot employ the spouse of a Board member.

### **Vendor Relations**

No employee of the District will accept gifts from any person, group, or entity doing, or desiring to do, business with the District. The acceptance of any business-related gratuity is specifically prohibited, except for widely distributed advertising items of nominal value. Decision-makers must avoid accepting meals / gifts from any potential vendor. Gifts in association with the procurement process shall be prohibited. Any perception of improper influence in the procurement process shall be avoided.

This policy should not be construed to deem unacceptable inexpensive novelty advertising items of general distribution. Token gifts for general consumption are acceptable under this policy.

### **Purchasing for Personal Use**

No employee may purchase goods or services for personal use in the name of Tucson Unified School District.

### **Selling**

No employee may sell goods or services for private gain to students or other employees on school premises.

### **Solicitation**

No employee may use his/her position with the District to solicit, directly or indirectly, the purchase of supplies, services or equipment at special discounts for private use from any school district vendor. It is understood that the Superintendent, or designee, may solicit or accept discounts for groups of employees.

Solicitation during working hours of employees either for contributions or membership drives must be approved by the Superintendent before made in the schools.

Adopted: October 5, 2004  
Revision: July 24, 2007  
Review:

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15-421  
15-502  
38-481  
38-501 *etseq.* 38-503

Cross Ref: BCB - Board Member Conflict of Interest