

POLICY - STAFF CONFLICTS OF INTEREST

5251

No district employee will engage in or have a direct financial interest in any activity which conflicts with his/her duties and responsibilities. Further, no district employee may employ or use any person, money, or school property under the employee's official supervision, control or direction for the private gain of that employee or another.

Situations where a conflict of interest may exist include but are not limited to:

1. Receiving economic benefit from selling or promoting the sale of goods or services to the students or their parents, where the knowledge of the employee's relationship to the district is in any way utilized to influence the sale.
2. Encouraging a student who is enrolled in one or more of the teacher's classes to take private lessons or to engage tutoring for a fee from the staff member.
3. Using or providing for others a list of names and home addresses obtained from school records or school-related contacts for identifying potential client or customer contacts.
4. Participating in any way in the selection process for materials, books or equipment when an item developed by or authored by the employee or a member of his/her family is under consideration for approval for district use.
5. Being involved in the selection of an applicant or in the appointment, evaluation or supervision of any other employee who is a family member or resident of the same household.
6. Using interschool mail or email to promote sales of a product in which an employee has a financial interest.
7. Providing a staff or student directory for use in promoting sales of a product or service.
8. Purchasing or otherwise acquiring surplus district property, where the employee was involved in or had influence on the process of declaring the item(s) as surplus.
9. Receiving economic benefit from the sale of instructional and training materials and/or equipment where the district has specifically engaged a staff member(s) to develop such materials or equipment. In such instances, the district shall retain proprietary interest.

Written permission from the Superintendent or principal is necessary when:

1. A certificated staff member wishes to tutor or give private lessons for a fee to any student who is enrolled in one or more of the teacher's classes;
2. A certificated staff member such as communication disorder specialist, psychologist, or specialized music teacher, wishes to give private instruction for a fee to any student who is concurrently being served by that individual in the regular school program.

Exceptions: A district employee may use public resources to benefit others as part of the employee’s official duties, if the expenditure is of de minimus value (of little or no value; no impact on public funds) and is purchased with the consent of his/her supervisor.

Legal References:	WAC181-87-090	Improper remunerative conduct
Adopted:	August 4, 1986	NTSD Board of Directors
Amended:	February 18, 2009	
Reviewed:	October 20, 2009	
Amended:	January 24, 2023	NTPS Board of Directors