

Conflicts of Interest for Employees

No employee shall engage in nor have a direct financial interest in any activity which raises a conflict of interest with his/her district duties and responsibilities. The following examples of activities by an employee would raise a potential conflict of interest and are therefore not permissible without the specific prior approval of the Superintendent or designee:

1. Receiving financial benefit from selling or promoting the sale of goods or services to the pupils of Edmonds School District or their parents where the employee's position with the district is in any way utilized to influence the sale.
2. Tutoring for pay unless all of the following requirements are met:
 - a. that the student receiving the tutoring not be enrolled in a class taught by the tutor;
 - b. that tutoring not take place in district facilities or with the use of district equipment unless a rental fee is paid; and
 - c. that tutoring does not take place during the employee's contracted work day.
3. Providing ancillary services such as counseling, testing, physical therapy, etc. for pay unless all of the following requirements are met:
 - a. that the student receiving the service not be served by the employee in the employee-student relationship;
 - b. that the student receiving the service not be referred by another district employee;
 - c. that the service not be provided in district facilities or with the use of district equipment unless a rental fee is paid; and
 - d. that the provision of the service does not take place during the employee's contracted work day.
4. Providing individual student or staff directory information for use in promoting sales of goods or services.
5. Participating in the selection process for materials, books or equipment when an item developed, authored, or sold by the employee or a relative of the employee is under consideration for approval for district use.
6. Being involved in the selection of an applicant for district employment or in the appointment, evaluation, or supervision of any employee who is a relative.
7. Being involved in the selection of a vendor of goods or services for the district where the vendor is an employee or a relative of the employee.
8. Using district communication systems (e.g., telephone, bulletin board, interschool mail, voicemail, or electronic mail) to promote sales of goods or services in which an employee or a relative has a financial interest.

9. Purchasing or otherwise acquiring district surplus property, where the employee was involved in or had influence in the process of declaring the item as surplus.
10. Purchasing goods or services for the district from a vendor which employs the employee or a relative of the employee.
11. Using district funds under the employee's management or control to contract or subcontract with a relative of the employee or with businesses in which the employee or relative has a financial interest.
12. Approving pay or other compensation for oneself or a relative.
13. Using district equipment for personal use or removing district equipment from district property for personal use.
14. Accepting an honorarium, payment or gratuity if the employee is authorized by a supervisor to render a service to a public or educational institution or a business during the employee's workday. Such honorarium, payment, or gratuity received shall be assigned to the district.
15. No person shall be employed by the district who is the spouse or dependent child of any member of the Board of Directors or of the superintendent, except as authorized in Policy 1260 Conflicts of Interest for Members of the Board.

Vendors are to be treated by employees in a business-like and professional manner without favoritism. Employees or Board members are not to request or accept from vendors special discounts, considerations, financial favors, or other donations for private use, subject to the following exceptions:

1. Business courtesies, such as payment for a modest lunch or dinner in connection with an otherwise scheduled business meeting.
2. Advertising novelties, provided the item is of no appreciable value and is widely distributed to others in essentially the same business relationship with the donor.
3. Attendance at a workshop, seminar, or other meeting of a professional nature where the meeting is sponsored by a potential vendor, provided that the meeting is predominantly professional in nature.

Edmonds School District

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