

**BOARD OF EDUCATION
School District #33 (Chilliwack)**

**401.1
ADMINISTRATIVE REGULATION
Staff Conflict of Interest**

For the purpose of this policy, a direct pecuniary conflict of interest will be deemed to exist where an employee receives remuneration (other than expenses) above and beyond the employee's regular salary or wages, whether from the school district or any other source for services that have been performed in the course of the employee's normal employment with the school district or for the sale of work or materials produced for the district as part of the employee's normal duties. An activity which might reasonably be perceived as using the employment relationship for inappropriate personal financial advantage will be viewed as a conflict of interest. Staff are not allowed to tutor or provide other private professional services for students unless they conform to the following guidelines:

1. That the students are not enrolled in the employee's worksite(s).
2. Normally teachers on call (TOC's) and casual employees are not limited by restrictions in #1 above unless they are assigned to that worksite on a regular basis.
3. That the tutoring will not take place on Board property.

School District premises, materials and equipment shall not be used for external business purposes or for any other purpose which might compromise the interests of the school district.

Employees are expected to request a determination from the Superintendent (or designate before engaging in an activity which might reasonably raise questions about possible conflict of interest.

Indirect pecuniary conflict of interest exists when an employee uses his/her position to make a decision or effectively influence a decision that would result in a pecuniary benefit to a relative, partner, business associate or close friend.

To avoid indirect conflicts of interest, employees should ensure that they do not find themselves in the following positions:

1. Hiring or influencing the hiring of persons falling into one or more of the categories identified above.
2. Being a member of a selection committee that will place or hire persons identified above where there is a direct reporting relationship between an employee and person identified above.
3. Supervising or evaluating an employee who is a family member (*When employees find themselves in these situations, they are required to report to the superintendent who will, in conjunction with the immediate supervisor, consider what accommodations can be made.*)
4. Requesting a replacement worker who is a family member.
5. Involvement in a process or a decision that would result in a direct pecuniary benefit to a relative, partner or business associate or close friend.
6. During regular working hours or at the work site not be engaged in activities outside of their regular employment duties that either involves or promotes their own business or that of those listed above.
7. Should not promote their business to students.
8. Accepting gifts which may be perceived to compromise impartial decision-making.
9. Where an employee has a financial or other interest in goods and/or services which the school district desires to purchase, the employee is disqualified from approving the order, notwithstanding his/her authority. In a case there the order would have otherwise satisfied all requirements of this policy and having made disclosure of any interests, the employee may refer the proposed purchase to his/her immediate supervisor. The supervisor may approve the purchase, subject to notation that the purchase is in the best interests of the school district and satisfied all requirements, including the avoidance of conflict of interest.

Copyright:

Employees may acquire ownership of publications and copyright provided that no school or district resources, time, equipment or facilities have been utilized in the preparation, testing, piloting, publication or promotion of the material.