

## STAFF CONFLICTS OF INTEREST

Employees of the Augusta School Department shall not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the school staff. Among other things, this means the use of school supplies, materials, equipment, and time for personal gain is prohibited.

These provisions are intended to ensure that the operations of the Augusta School Department are conducted in a manner that is in the best interest of the students, and in an objective and cost-effective manner, without creating a public impression that its employees are given an unfair advantage.

1. The Board of Education strongly discourages the employment of relatives within the same building. The Board of Education prohibits the employment of relatives within the same department, within the same school building. No employee shall hold a position in which a relative exercises supervisory authority, directly or through chain of command, including substitute positions. Any employees in positions that violate this section prior to December 1, 1994, will be allowed to remain in their positions; however, no allowances will be made after December 1, 1994.
2. Employees shall not release, or use for personal gain, confidential information that they have learned or obtained by virtue of their employment with the school department. Confidential information includes, but is not limited to, personnel records, information not known to the general public regarding individual or group of students, school department programs, real estate, equipment, and legal strategies, or any other information that, if released, would not serve the best interest of the school department.

Employees are specifically prohibited from providing a service or selling a commodity using information or contacts that result directly from employment with the school department. This does not mean that a teacher cannot tutor a student outside of school for pay. No teacher can tutor for pay a student who is in the teacher's classroom.

3. Employees will not participate for compensation in outside activities to sell or buy goods or services where their position on the staff exerts coercive influence on pupils, parents, or fellow staff members.
4. Employees, who have patented or copyrighted any device, publication, or other item, will not receive royalties for use of such item at the Augusta School Department, unless the specific items are approved in advance by the Board of Education.
5. Employees shall not perform outside employment duties during regular school department work hours, unless the employee is on scheduled vacation leave or approved leave without pay.

6. Gifts, meals, or other items of monetary value, received by an employee from students, parents of students, or vendors, that have significant monetary value (\$50 or more) may not be accepted.
7. The school department will not knowingly conduct business with an employee or a person related to an employee (spouse, parent, step-parent, child, step-child, or other relative who lives in the employee's home), either directly or indirectly as a supplier or contractor.
8. No employee of the school department may accept payment or other compensation from any company that has or seeks to establish a business relationship with the school department, nor may any employee offer any payment or compensation to any such individual or company.
9. The Board of Education may waive the application of this policy in specific instances, in writing, and for finite periods. The Board of Education may include such conditions in the waiver, as it deems appropriate, given the information furnished by the applicant and presented by the superintendent, or his/her designees, after any appropriate investigation.

**Adopted: 11/13/89**  
**Amended: 11/16/94**

**Department of Public Schools, Augusta, Maine**