

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 that 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.

Financial Interest

Employees are prohibited from providing a service or selling a commodity using information or contacts obtained through the Augusta School Department. This does not mean that a teacher cannot tutor a student outside of school for pay. However, teachers are prohibited from tutoring for pay a student who is in the teacher's classroom.

Employees shall 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.

Employees, who have patented or copyrighted any device, publication, or other item, will not receive royalties for use of such item at Augusta School Department schools, unless the specific items are approved in advance by the Augusta Board of Education.

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.

No employee of the Augusta 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.

Code of Conduct for Federally Funded Projects

Augusta School Department employees are prohibited from accepting money or things of material value from persons or entities doing business with, or desiring to do business with, the Augusta School Department. Employees may accept unsolicited items of nominal value such as those that are generally distributed by a company or organization through its public relations program. See policy DJH for more.

Appearance of Conflict of Interest

Gifts, meals, or other items of monetary value, received by an employee from students, parents of students, or vendors, that exceeds \$25.00 may not be accepted. (per policy GBI)

Employment

The Augusta Board of Education strongly discourages the employment of relatives within the same building. The Augusta 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.

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.

Definitions

For the purposes of this policy, the following statutory definitions apply:

- A. "Employee" means a person who receives monetary payment or benefits, no matter the amount paid or hours worked, for personal services performed for a school administrative unit.

Legal Reference: 20-A M.R.S.A. § 1002-1004

20-A M.R.S.A. § 1315 (SADS's)

30-A M.R.S.A. § 2604-2606

Cross Reference: BCA -Board Member Code of Ethics
DJH - Purchasing and Contracting: Procurement Staff Code of Conduct
BCC – Nepotism
GBI – Staff Gifts and Solicitations

Adopted: November 13, 1989

Revised: _____