

World Learner School



POLICY: 648 Outside Employment and Conflict of Interest Policy

EFFECTIVE DATE: 4.4.16

REVISED DATE:

I. PURPOSE

The purpose of this policy is to provide district employees with guidance concerning their engaging in employment outside World Learner School and activities that create or give the appearance of creating a conflict of interest with their employment with the district.

II. GENERAL STATEMENT OF POLICY

World Learner School expects its employees to appropriately complete their professional responsibilities and duties with the district. The district expects that its employees will not engage in any activity or employment that conflicts with or creates the appearance of conflict with the district.

III. STANDARDS AND PROCEDURES

A. Employees' outside employment must not interfere with the proper performance of professional responsibilities, negatively impact their attendance, or reflect adversely on the district.

B. Employees must not engage in employment that would result in the release, either intentionally or unintentionally, of confidential information.

C. Conflict of Interest Definitions

1. "Family member" means any blood relative through the second degree and any person living in the same household.
2. "Own or "substantial personal interest" means holding an equity interest equal to more than five percent of an individual's net worth or more than five percent of the ownership of the business or outside organization.

D. Employees and their family members must not engage in or have financial interest in any activity that creates a conflict of interest with their job duties and responsibilities.

This includes:

1. Participating for financial compensation in outside activities where their employment with the district is used to sell goods or services to students or their parents;
2. Engaging in any type of work where the source of information concerning the customer, client or employer originates from information obtained through the district;
3. Using personal employment with the district, district materials or district facilities to promote outside activities which result, or may result, in personal financial gain or advantage;
4. Using duty hours, district equipment or district facilities to promote any out-of-

school activity resulting in personal financial gain without the authorization of the school district;

5. Owning a business or nondistrict organization that does business with the school district;

6. Rendering services as a director, officer, employee of, contractor or consultant to a nondistrict organization that does business with the school district or is in the business of providing for-profit educational services, without the written authorization of the district; and

7. Representing the school district in a transaction that the employee or the employee's family member has a substantial personal interest.

E. For the protection of both the school district and its employees, employees must make timely disclosure of any potential conflict of interest. Employees must exercise good judgment when engaging in employment outside the school district. All disclosures made in compliance with this policy will be treated as personnel data.

F. The responsibility for disclosure of conflicts of interests rests with employees.

G. Employees who work outside the district and whose employment is deemed to be in violation of this policy are subject to discipline. Employees are encouraged to consult with the Director prior to being involved in outside employment.

Cross Reference: Policy 621 (Out-of-School Tutoring for Pay)