

# SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

## POLICY MANUAL

<b>POLICY:</b>	<b>3060R1</b>
Date:	May 7, 2002
Revision:	1

### BOARD REGULATION

#### Conflict of Interest

##### 1. **Financial Conflict of Interest**

- 1.1 During working hours, or at the worksite, employees shall not engage in any activity outside their regular related employment duties that promotes their financial interest or those of their immediate family including their spouse, 'significant other', grandparent, grandchild, parent, step-parent, in-laws, step-children, uncle, aunt, nephew or niece.
- 1.2 Employees may receive financial compensation for activities related to the provision of training and education of employees in this and other districts, the Ministry of Education, and related government agencies and other educational organizations utilizing a process established by the Management Committee.
- 1.3 Employees teaching credit courses for universities, colleges, and institutes shall not receive financial compensation from the Board for these particular duties.
- 1.4 Teachers shall not receive additional fees or compensation for teaching, tutoring, counselling or other related services provided to students in their groups, class(es) or under their individual care.

##### 2. **Compromising Situations—Gifts**

- 2.1 Employees shall not place themselves in a situation where they are under obligation to any person or organization who might benefit from, or seek to gain, special consideration or favour from the Board.
- 2.2 An individual employee shall not, either directly or indirectly, demand or accept a gift, favour or service from an individual or organization which may compromise or be perceived to compromise impartial decision-making.

- 2.3 The district or a school site may, where potential conflict of interest exists, engage in testing products or services on a 'pilot' basis as part of normal business operations. Such 'pilots' shall have the approval of the Management Committee, and will not compromise the normal procedures of purchasing products or services.

### **3. Hiring and Evaluating Employees**

- 3.1 No supervisor shall be directly responsible for hiring or formally evaluating an employee and no employee shall directly request a teacher-on-call, substitute or replacement worker who is a member of his/her immediate family including spouse, common-law spouse, 'significant other', child, step-child, father, mother, father-in-law, mother-in-law, step-parent, sister, brother, sister-in-law, brother-in-law, grandparent, grandchild, uncle, aunt, nephew, niece, or other dependent relative.

### **4. Information and Confidentiality**

- 4.1 Employees have a general duty to represent the interests of the publicly elected Board of School Trustees.
- 4.2 Employees shall not publicly divulge information which is not normally available to the general public.
- 4.3 Employees, and government and community agency personnel contracted by the Board, shall respect student and parental rights regarding confidentiality.
- 4.4 Employees with access to confidential information shall respect confidentiality.

### **5. Publication and Copyright**

- 5.1 Employees may acquire ownership of publication and copyright provided that no school or district resources, time, equipment or facilities have been utilized in the preparation, testing or piloting, publication or promotion of the material.
- 5.2 Employees who wish to utilize school or district resources, time, equipment or facilities in preparation, testing or piloting, publication and/or promotion of the material shall make a written request, through their supervisor, to the secretary-treasurer.

### **6. Other Employment**

- 6.1 Employees shall not engage in employment or voluntary activity with another business or organization that, due to its nature, is fundamentally contrary to the

Board's interest of supporting the education and general welfare of children and youth.

- 6.2 No employee shall have, without specific approval of the Board, a continuing contractual relationship with another school district while holding a continuing contractual relationship with the Board of School Trustees.

7. **Waiver**

The foregoing may be waived by a majority vote of the Board of School Trustees when upon review, the Board finds it essential to do so to meet operational needs and is satisfied that sufficient safeguards are in place to ensure that the Board's interests are not compromised.

8. **Right to Conduct Business**

This policy is not intended to prohibit employees and their immediate families from conducting legitimate business with the Board, but to establish parameters regarding how such business is to be conducted.