

Employee Conflict of Interest

Employees of the Dubuque Community School District shall not use their position with the district to place themselves in a more favored position to purchase anything for their personal benefit.

Employees of the district may not:

1. act as an agent or dealer for the sale of textbooks or other school supply companies doing business with the school district;
2. participate for personal financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or to parents;
3. engage in outside work or activities where the source of information concerning the customer, client, or employer originates from information obtained because of the employee's position in the school district.

It is also a conflict of interest for an employee to engage in any outside employment or activity which is in conflict with the employee's official duties and responsibilities. Situations in which an unacceptable conflict of interest is deemed to exist will include, but not be limited to, any of the following:

1. The outside employment or activity may not involve use of the school district's time, facilities, equipment or supplies, or the use of the school district's badge, uniform, business card, or other evidences of office to give the employee or the employee's immediate family an advantage or financial benefit that is not available to the general public.
2. The outside employment or activity may not involve the receipt of an advantage or financial benefit from someone other than the school district for performance of acts that the employee would be required or expected to perform as part of the employee's regular duties, or during the employee's regular hours of employment by the district. Because of

this restriction, employees are strongly discouraged from tutoring their own students on a private, paid basis. Furthermore, if an employee does receive a fee for the private tutoring of any student while on school property or with school equipment, the employee must pay a rental fee for use of the room and/or equipment.

3. The outside employment or activity may not be subject to the official control, inspection, review, audit, or enforcement authority of the employee during the performance of the employee's duties for the school district.

If outside employment or activity falls into any of the above unacceptable situations, the employee must cease the outside employment or activity or publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty with the district that would create a benefit for the outside employment or activity.

No employee of the school district or their families may accept any gratuities, financial or otherwise, from any supplier of materials or services to the-district.

It is the responsibility of each employee to be aware of and to take the necessary action to eliminate a potential conflict of interest should it arise.

Adopted: January 9, 1967
Revised: October 12, 2009
Reviewed: January 12, 2015

Legal Reference:
Code of Iowa – Chapter 68B
20.7; 279.8; 301.28