
INTEROFFICE MEMORANDUM

TO: BOARD MEMBERS
TIM WYROSDICK, SUPERINTENDENT

FROM: DON LEWIS LYNN, JR.
ASST. SUPT./HUMAN RESOURCES

SUBJECT: DRAFT POLICY FOR CONFLICT OF INTEREST DETERMINATION
REQUEST GUIDELINES

DATE: 04/08/2014

The attached document is a draft for your review of a policy to help our employees in addressing conflicts of interest. This subject was identified in our last audit as an area in which we need to provide more direction. These guidelines will address this need.

If you have any questions concerning this revision, please call me at 983-5030.

Santa Rosa District Schools

Conflict of Interest Determination Request Guidelines

Florida Statute 112.313 FS112.313 addresses standards of conduct for public employees. It also addresses the issues of acceptance of gifts, doing business with one's agency, and conflicting employment in contractual relationships. School Board Policy 6.30 SB6.30 (Conflict of Interest in Purchasing) and School Board Policy 7.70 SB7.70 (Purchasing and Bidding) also address related topics.

Employees of the Santa Rosa District Schools are permitted to engage in outside activities. This form provides guidance to employees to support them in their efforts to comply with school board policies. Any employee of the Santa Rosa District Schools who is engaged in any activity which results in that employee being compensated in a way which could be interpreted as a possible conflict of interest should complete the determination request form and submit it to the Human Resource office for evaluation. This form should be completed prior to the employee engaging in the activity. Outside activities are those activities, whether compensated or not, which are not part of the employee's assigned duties for which the district has provided no compensation.

A conflict of interest arises when an individual's private interest (such as outside professional or financial relationships) might interfere with his/her professional obligation to the Santa Rosa District Schools. Such situations do not necessarily imply wrongdoing or inappropriate activities. However, in a school setting, they can compromise or be perceived as compromising important academic values or the district's mission. This mandates that such conflicts or potential conflicts be disclosed and then managed, mitigated or eliminated.

All employees engaging in outside activities requiring disclosure must complete this conflict of interest form.

When must a form be submitted?

A conflict of interest form must be submitted:

- Each time an employee plans to engage in a new activity which requires disclosure
- At the beginning of each school year for activities of a continuing nature (this form is only valid through September 1 of each year)
- Any time there is a significant change in an activity which has previously been approved

What activities require disclosure?

All employees, including those on compensated leave, or approved leave of absence (which includes professional development leave, annual leave, sick leave, etc.) must submit a disclosure of outside activity form if during employment with the school district any of the following occur:

1. The employee seeks to engage in any compensated activity which is not part of the employee's assigned duties.
2. The employee engages in any outside activity, whether compensated or not, which the employee should reasonably conclude
 - a. May create, or reasonably appears to create, a conflict of interest;
 - b. May otherwise interfere, or reasonably appears to interfere, with the performance of the employee's responsibilities;
 - c. May create conflict of time which is defined as an outside activity which interferes with the employee's regularly scheduled job duties
3. The employee is engaged to teach or is otherwise employed at another educational institution.

Questions to Be Considered:

1. Does the proposed activity interfere with the employee's assigned duties? In particular, does the proposed activity conflict with assigned hours of work?
2. Does employment or association with outside agency reflect favorably on both institutions?
3. If self-employment or employment or association with any other agency or business is being proposed, does the activity compete with activities and services normally associated with the school district? Is the employment or association with an entity that does business with the school district?

Leave/Honorarium Guidelines

1. If a teacher/administrator attends a conference and receives temporary duty, travel, and the school/district pays the registration, then the teacher/administrator may not accept honorarium.
2. If a teacher/administrator attends a conference and takes personal leave (approved by supervisor), the teacher/administrator may accept honorarium.
Note: If a teacher takes personal leave (approved by supervisor) to attend a conference, the school/district will not pay travel or registration.
3. A teacher/administrator may not work as a consultant/presenter for a vendor who does business with the school district where that teacher/administrator has a district responsibility that involves that vendor.

NOTES: The time of year of the conference does not matter (pre-planning, regular year, post-planning, or summer). The determining factor is the type of leave the teacher takes (temporary duty vs. personal leave).

Activities which are performed during a period in which the employee has no obligation with the school district do not need to be reported.

Employee's failure to fully and properly report outside activities and other interests or failure to follow any conditions imposed by the district's approval of such activities may be grounds for disciplinary action, up to and including termination of employment.

**Santa Rosa District Schools
Conflict of Interest
Determination Request Form**

Please submit this form to the Human Resource office after it is signed by your site supervisor.*

1. Employee Name _____ Date of Request _____
Work Site _____ Job Title _____
2. Description of Activity to Be Reviewed (be as detailed as possible; part-time job, one-time delivery of services; attach information as necessary _____

3. Type of Compensation _____

4. Estimated Number of Hours to Be Devoted Outside of Normal Work Hours _____
Time and Day These Hours Will Be Obligated to Outside Work _____

Employee Questions or Concerns _____

5. *Site Supervisor's Signature _____ Date _____

To Be Completed By Human Resources Within 15 Days of Receipt

Date of Receipt in Human Resources _____ Initials _____

6. This Activity Has Been Determined to Be**:

_____ **In Conflict** With Board Policy _____ **Not In Conflict** With Board Policy

**This determination may be appealed to the Superintendent.

Comments _____

Signature of H. R. Administrator _____ Date _____