

## CHAPTER 6.0- HUMAN RESOURCES

### CONFLICT OF INTEREST DETERMINATION REQUEST GUIDELINES

**6.303**

- I. Part III of Chapter 112, Florida Statutes addresses standards of conduct for public employees. It also addresses the issue of acceptance of gifts, doing business with one's agency, and conflicting employment in contractual relationships. School Board Policy 6.30 (Conflict of Interest in Purchasing) and School Board Policy 7.70 (Purchasing and Bidding) also address related topics.

Employees of the Santa Rosa District Schools are permitted to engage in certain outside activities. Outside activities are defined as those activities, whether compensated or not, which are not part of the employee's assigned duties and for which the District has provided no compensation. These guidelines are intended to provide guidance to employees to support them in their efforts to comply with Florida Statutes and School Board policies.

Any employee of the Santa Rosa District Schools who is engaged in any activity which results in, or could be interpreted as, a possible conflict of interest must complete the Conflict of Interest Determination Request Form (72-04-08) and submit it to the Human Resource office for evaluation. This Form must be completed prior to the employee engaging in the activity.

In summary, a conflict of interest arises, inter alia, -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.

- II. All employees engaging in outside activities requiring disclosure must complete the Conflict of Interest Determination Request Form.
  - A. Each time an employee plans to engage in a new activity which requires disclosure.
  - B. At the beginning of each school year for activities of a continuing nature (this form is only valid for each current school year).
  - C. Any time there is a significant change in an activity which has previously been approved.

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### III. Activities requiring disclosure

All employees, including those on compensated leave, or approved leave of absence (which includes professional development leave, annual leave, sick leave, etc.) must complete and submit a Conflict of Interest Determination Request Form if during employment with the School District any of the following occurs:

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

### IV. Determining Conflict of Interest

- A. Does the proposed activity interfere with the employee's assigned duties? In particular, does the proposed activity conflict with assigned hours of work?
- B. Does employment or association with outside agency reflect favorably on both institutions?
- C. If self-employment or employment or association with any other agency or business is being proposed, does this 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?

### V. Leave/Honorarium Guidelines

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- A. If an employee (teacher, administrator, or non-instructional employee) attends a conference and receives temporary duty, travel, and the School District pays the registration, then the employee may not accept an honorarium.
- B. If an employee attends a conference and takes personal leave (approved by their supervisor), and no school board funds are used in connection with conference expenses, then the employee may accept honorarium. NOTE: If an employee takes personal leave (approved by their supervisor) to attend a conference, the School District will NOT pay travel expenses or registration fees.
- C. An employee may not work as a consultant/presenter for a vendor who does business with the School District, where that employee has a District responsibility that involves that vendor.

NOTE: The time of year of the conference does not matter (pre-planning, regular school year, post-planning, or summer). The determining factor is the type of leave that the employee 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 disclosed.

An employee's failure to fully and properly disclose outside activities and other interests or failure to follow any conditions imposed by the District's approval of employee's participation in such activities may be grounds for disciplinary action, up to and including termination of employment.

**STATUTORY AUTHORITY:**

**FS 112.313**

**LAW(S) IMPLEMENTED:**

**HISTORY:**

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