

Conflicts of Interest Procedure

The following criteria will be considered when an employee requests authorization to receive compensation from member districts or other educational agency's outside of ESD 123 workday and responsibilities.

Employees shall not be involved in outside employment to a degree that adversely affects their ESD 123 job assignment.

1. Employees shall not receive compensation for outside employment during the regular working day. In other words, employees must either be on annual leave or on approved leave without pay status for any period for which they receive compensation for outside employment.
2. Employees who receive compensation for work performed outside their ESD 123 employment should regularly advise their direct supervisor and the Superintendent of such activity and review with those individuals with the Superintendent whether such work may have an adverse impact on their duties as an ESD 123 employee.
3. Employee shall not use their position to gain favorable consideration in obtaining outside employment.
4. Employees shall not have a direct and substantial interest, financial or otherwise, or engage in any business or transaction or professional activity, which is in conflict with the proper discharge of official duties or is in conflict with the public interest in their capacity as an administrator, employee, or agent of ESD 123.
5. Employees shall not transact or participate in a transaction of any business in their official capacity as an ESD 123 employee with any business entity of which they are an officer, agent, employee, or a member, or in which they or their spouse or minor child has a direct and substantial economic interest.

Employees wishing to participate in outside employment shall submit, prior to commencing work, a written request to their immediate supervisor who will forward it to the Superintendent's office for review and approval.

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