STAFF CONFLICT OF INTEREST

Staff members shall avoid situations in which their personal interests, activities, and associations may conflict with the interests of the Oak Creek-Franklin Joint School District. If such situations threaten a staff member's effectiveness within the District, the Superintendent shall evaluate the impact of such interest, activity, or association upon the staff member's responsibilities.

Staff members shall not:

1. Give work time to an outside interest, activity or association without a valid reason to be excused from assigned duties as determined by the staff member's supervisor.
2. Use school property or school time to solicit or accept customers for private enterprises without written administrative permission.
3. Engage in business transactions on behalf of private enterprises in which he or she would profit by virtue of his or her position or from confidential information which the employee has obtained by virtue of his position or authority.
4. Campaign on school property on behalf of any political candidate for local, state, or national office.
5. Accept fees for tutoring when tutoring is conducted during the normal work day.
6. Accept fees for tutoring students currently enrolled in his or her classes or assigned to his or her workload.

To avoid actual or potential conflicts of interest, no close relative of any employee of the District shall be appointed to and/or assigned to a position in which the relative has direct responsibility for supervising the individual or recommending the hiring, dismissal, promotion or demotion of the individual. This shall not be construed as discouraging the hiring of employees' relatives provided they are being recommended for hire based on their being the best qualified applicant.

In situations whereby a conflict of interest arises during the course of the employment, the Superintendent shall review the situation and determine the appropriate course of action.

LEGAL REF: State Statutes
19.59
111.345

CROSS REF: 511 – Equal Opportunity Employment
524 – Staff Sales, Solicitations, and Gratuities

APPROVED: August 1998

REVISED: August 2013