

## **CODE D16**

### ***EMPLOYEE CONFLICT OF INTEREST***

#### **Policy**

It is the policy of the Chittenden South Supervisory Union and its member school districts (Charlotte, Hinesburg, Shelburne, Williston and Champlain Valley Union, hereinafter referenced as “the Board” or “the District”) to retain the integrity of the school system. Its employees shall not engage in conduct that could compromise the schools’ ethical standards.

#### **Guidelines:**

- **School district employees shall not use professional relationships for private advantage.**
- Members of the instructional staff are expected to provide tutoring assistance without compensation to any pupil regularly enrolled in one of their classes who is in need of such assistance. They may, however, tutor other pupils after school hours for compensation when such arrangements have been approved in writing by the building principal.
- School district employees shall not engage in sexual activities or sexual contact with any student currently enrolled in any CSSU school.
- Any employees wishing to conduct private business on school grounds must do so through the facilities use policy.
- Except as provided for by the facility use policy, school district employees shall not use school property for personal financial gain.
- When an employee becomes aware of involvement in a conflict of interest as defined in this policy, he or she will declare the nature and extent of the conflict or appearance of conflict to his or her supervisors, and will abstain from voting or participating in the discussion of the issue giving rise to the conflict.

#### **Complaints of Conflict of Interest**

- When a conflict of interest claim against an employee is brought to the Administration in writing, the Administration and Board will follow the procedures outlined under the board’s Public Complaints About Personnel, employee handbooks, and/or collective bargaining agreements.

*Code D16: Employee Conflict of Interest*

	<b>Date Warned</b>	<b>Date Adopted</b>
Chittenden South Supervisory Union	11/20/2009	12/2/2009
Champlain Valley Union School District	11/20/2009	12/7/2009
Charlotte School District	11/20/2009	12/15/2009
Hinesburg School District	11/20/2009	12/2/2009
Shelburne School District	11/20/2009	12/2/2009
Williston School District	11/20/2009	12/3/2009

*Cross Reference:*      *Code H1 Use of School Facilities*  
                                 *Code D9 Public Complaints About Personnel*