

Administrative Procedure 403

EMPLOYEE CONFLICT OF INTEREST

Background

The District recognizes the importance of ensuring its employees avoid direct or indirect conflicts of interest in order to assure the public that all business practices of the District are undertaken in an ethical manner.

Subject to any employee's rights, under a collective agreement, legislation or statutory regulation, employees of the District shall not place themselves in a position of conflict of interest as an employee of the District.

Definitions

A direct pecuniary conflict of interest will be deemed to exist where an employee receives remuneration (other than expenses) above and beyond the employee's regular salary or wages, whether from the District or any other source, for services that have been performed in the course of the employee's normal employment with the District, or for the sale of work or materials produced for the District as part of the employee's normal duties.

An activity which might reasonably be perceived as using the employment relationship for inappropriate personal financial advantage will be viewed as a conflict of interest.

Indirect pecuniary conflict of interest exists where an employee uses his/her position to make a decision, or effectively influence a decision that would result in a pecuniary benefit to a relative, partner, business associate or close friend.

Procedures

1. Direct Pecuniary Interest

- 1.1 The District will normally not conduct business relationships with an employee with external business interests unless there is no other source for the required product or service. Exceptions will require the approval of the Superintendent.
- 1.2 District premises, materials and equipment shall not be used for external business purposes, or for any other purpose which might compromise the interests of an employee or the District.
- 1.3 The Secretary-Treasurer will determine any questions that might arise with respect to whether a conflict of employment interest exists.
- 1.4 Employees are expected to request a determination of the Secretary-Treasurer before engaging in an activity which might reasonably raise questions about possible conflict of interest.

2. Indirect Pecuniary Interest

- 2.1 To avoid indirect conflicts of interest, employees are to ensure that they do not find themselves in the following positions:
 - 2.1.1 Hiring, or effectively influencing the hiring of persons falling into one (1) or more of the categories identified in the definition;
 - 2.1.2 Being a member of a selection committee that will place or hire persons identified above;
 - 2.1.3 Where there is a direct reporting relationship between an employee and persons identified above;
 - 2.1.4 Involvement in a process or a decision that would result in a direct pecuniary benefit to a relative, partner or business associate.

Reference: Sections 20, 22, 23, 65, 85 School Act
Employment Standards Act