

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CONFLICT OF INTEREST

DBD  
(LOCAL)

DISCLOSURE –  
GENERAL  
STANDARD

An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or that creates a potential conflict of interest with the best interest of the District.

SPECIFIC  
DISCLOSURES

SUBSTANTIAL  
INTEREST

The Superintendent shall file an affidavit with the Board President disclosing a substantial interest, as defined by Local Government Code 171.002, in any business or real property that the Superintendent or any of his or her relatives in the first degree may have.

Any other employee who is in a position to affect a financial decision involving any business entity or real property in which the employee has a substantial interest as defined by Local Government Code 171.002 shall file an affidavit with the Superintendent; however, the employee shall not be required to file an affidavit for the substantial interest of a relative.

INTEREST IN  
PROPERTY

The Superintendent shall be required to file an affidavit disclosing interest in property in accordance with Government Code 553.002.

CONFLICTS  
DISCLOSURE  
STATEMENT

No employee other than the Superintendent shall be required to file the conflicts disclosure statement, as promulgated by the Texas Ethics Commission and as specified by Local Government Code 176.003 - .004.

ANNUAL  
FINANCIAL  
MANAGEMENT  
REPORT

The Superintendent, as the executive officer of the District, shall provide in a timely manner to the District information necessary for the District's annual financial management report.  
[See BBFA]

GIFTS

An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities. [See CAA]

ENDORSEMENTS

An employee shall not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the District employee during nonschool hours. No employee shall require students to purchase a specific brand of school supplies if other brands are equal and suitable for the intended instructional purpose.

SALES

An employee shall not use his or her position with the District to attempt to sell products or services.

An employee shall disclose in writing to his or her immediate supervisor any outside employment that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities

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or with the best interest of the District.

PRIVATE  
TUTORING

An employee shall disclose in writing to his or her immediate supervisor any private tutoring of District students for pay. Teachers shall not privately tutor their own students for pay, except during the summer months.

PROHIBITION ON  
SALE OF GOODS  
AND SERVICES

No employee shall use his or her position with the District to attempt to sell products or services to students, District residents, or the District. Any sale of goods and services to the District by District employees or former employees last employed by the District within the preceding 12 months, whether directly or indirectly, is discouraged. In no circumstance shall the District or any campus enter into a business relationship with individuals currently employed by the District or those individuals employed by the District within the past 12 months for the provision of goods and services without the express, written approval of the Superintendent or designee. The Superintendent shall grant approval based on a determination that is impractical for the District to obtain the goods and services from other sources and that the transaction is in the best interest of the District. If approval is granted, the Superintendent shall notify the Board.

RECRUITING  
TRAVEL GROUPS

The District does not endorse the practice of employees recruiting students for travel tours, either foreign or domestic. School employees who participate in such activities must not represent themselves as agents of the District. Recruitment may not take place on school time or on school property.