STAFF CONFLICT OF INTEREST AND NEPOTISM

Belief

The Division believes that the public has a right to educational services which are conducted with efficiency, impartiality, and integrity. It is this special obligation which demands that there not be any conflict of interest between the private interests of employees and their responsibility to the public.

Procedures

1. Respecting outside employment, employees may not take supplementary employment, including self-employment if such employment:
   1.1 Causes an actual conflict of interest;
   1.2 Interferes with regular employment duties;
   1.3 Involves the use of Division premises, equipment, or supplies;
   1.4 Causes the employee to hold pecuniary interests that are in conflict of interest.

2. Where it appears that a conflict of interest might arise in taking supplementary employment, or through pecuniary interest, it is the duty of the employee to notify the Superintendent or designate as to the nature of employment.
   2.1 Disclosure of potential "conflict of interest" shall be in writing and sent to the Principal or Superintendent (for central office) for consideration. As deemed necessary, the Principal shall forward those disclosures to the Superintendent.

3. Employees shall not accept monetary or other payment in addition to normal salary or expenses for duties which they normally perform in the course of their employment.

4. Employees who own, or have pecuniary interests in, businesses that may act as a supplier to the Division shall be strictly governed by Alberta Government Regulations on tendering and are required to notify the Board of their financial interest in a company at the time of submitting a tendered bid.

5. To avoid the conflict of interest, employees in supervisory positions may not have direct relatives as employees under their direct and immediate supervision. Direct relatives shall be defined as spouse, children, parents, parents of spouse, siblings, nieces and nephews.

6. Products and materials developed as part of an employee's regular duties shall be the property of the Division.
7. The Superintendent shall advise the Board when senior administration is in an actual or apparent conflict of interest.

8. The Superintendent or designate shall make a ruling as to whether or not an employee's situation constitutes conflict of interest.

9. An employee who does not comply with any provision of this administrative procedure may be subject to disciplinary action.

10. All supervisors shall advise employees of this administrative procedure.

Reference: Section 60, 61, School Act