All employees of the Columbia School District shall adhere to the laws regarding conflict of interest and avoid situations where their decisions or actions in their employment capacities violate the provisions of this policy or conflict with the mission of the district.

Purchases Involving Federal Funds

In addition to the requirements of this policy, the provisions of policy DJFA and related procedures must be followed when federal funds are used.

Definitions

Business with Which an Employee Is Associated - For the purposes of this policy, a business with which an employee is associated means:

1. A sole proprietorship owned by the employee, his or her spouse or any dependent children in the person's custody.

2. A partnership or joint venture in which the employee or spouse is a partner, other than as a limited partner of a limited partnership, and any corporation or limited partnership in which the employee is an officer or director or of which the employee or his or her spouse or dependent children in the employee's custody, whether singularly or collectively, own more than ten percent of the outstanding shares of any class of stock or partnership units.

3. Any trust in which the employee is the settlor or trustee, or in which the employee, spouse or dependent children, singularly or collectively, are beneficiaries or holders of a reversionary interest of ten percent or more of the corpus of the trust.

Special Monetary Benefit - Being materially affected in a substantially different manner or degree than the manner or degree in which the public in general will be affected or, if the matter affects only a special class of persons, then affected in a substantially different manner or degree than the manner or degree in which such class will be affected.

Sale, Rental or Lease of Personal Property (Property other than Real Estate)

No employee of the district shall sell, rent or lease any personal property to the school district for consideration in excess of five hundred dollars' value per transaction or five thousand dollars' value per year to him or her, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transaction is made pursuant to an award on a contract let or sale made after public notice and competitive bidding, provided that the bid or offer accepted is the lowest received.

Sale, Rental or Lease of Real Property (Real Estate)

No employee of the district shall sell, rent or lease any real property to the school district for consideration in excess of five hundred dollars' value per transaction or five thousand dollars' value per year to him or her, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transaction is made pursuant to an award on a contract let or sale made after public notice.

Independent Contractor Services

No employee of the district shall perform service as an independent contractor for consideration in excess of five hundred dollars' value per transaction or five thousand dollars' value per year to him or her, to his or her
spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless
the transaction is made pursuant to an award on a contract let or sale made after public notice and
competitive bidding, provided that the bid or offer accepted is the lowest received.

Additional Prohibitions

1. Employees may not act or refrain from acting by reason of any payment, offer to pay, promise to pay or
receipt of anything of actual pecuniary value paid or payable, or received or receivable, to themselves
or any third person. This includes a gift or contribution made or received in relationship to or as a
condition of the performance of an official act.

2. Employees shall not favorably act on any matter that is specifically designed to provide a special monetary
benefit to them, their spouse or any dependent children in their custody.

3. Employees will not use their decision-making authority for the purpose of obtaining a financial gain that
materially enriches them, their spouse or any dependent children in their custody by acting or
refraining from acting for the purpose of coercing or extorting anything of actual pecuniary value.

4. Employees shall not offer, promote or advocate for a political appointment in exchange for anything of value
to any political subdivision.

5. An employee will not attempt to directly or indirectly influence any district decision when the employee
knows the result of the decision may be the district's acceptance of a service or the sale, rental or lease
of any property to the district and the employee, his or her spouse, dependent children in his or her
custody or any business with which the employee is associated will benefit financially.

6. An employee will not use his or her position with the district to influence purchases made by other
employees, students or parents/guardians that result in the financial gain of the employee, the
employee's spouse, the employees dependent children or businesses with which they are associated,
unless authorized by the Board of Education.

7. An employee will not trademark, patent, copyright or claim ownership interest in any inventions,
publications, ideas, processes, compositions, programs, images or other intellectual property created
by the employee in his or her capacity as an employee of the district, unless authorized by the Board of
Education. The district will not pay royalties, licensing fees or other fees to employees or businesses
with which they are associated for the use of intellectual property created by employees in their
employment capacities, unless authorized by the Board of Education.

8. An employee will not receive compensation, other than the compensation received from the district, for
tutoring students currently enrolled in a class the employee teaches unless authorized by the Board of
Education. Private tutoring of students for a fee may not occur on district property unless all facility
usage policies and procedures have been met.

9. Employees will not accept gifts of substantial value from vendors, individual students or parents/guardians
unless authorized by the Board of Education or the employees immediate supervisor.

Interview and Supervision of Immediate Family and Significant Others

For purposes of this policy, "immediate family" shall mean parent, sibling, spouse, ex-spouse, child, grandchild,
nephew, niece, cousin, uncle, aunt, and anyone with these same titles in a step or in-law relationship.

For purposes of this policy, "significant other" shall mean someone with whom one is intimately involved and/or dating.

For purposes of this policy, if "significant others" are living in the same household, then their "immediate family," as defined above, shall be considered immediate family.

Interviews and Reporting Requirement
An employee will not be a part of any immediate family or significant other's interview. It is the employee's responsibility to report known immediate family and significant other statuses to Human Resources for review prior to the interview selection process beginning or as soon as the employee becomes aware that an immediate family member and/or significant other is being interviewed.

Supervision

No person shall be employed by the district in a direct or indirect supervisory role that impacts the hiring, separation, promoting, fiscal impact, supervision, discipline or evaluation of an immediate family member or significant other, without prior approval of the Board of Education.

Two or more immediate family members or significant others may work in the same building or program when it is advantageous to the district, but not in a supervisory role without prior approval of the Board of Education.

If the district determines that a direct or indirect supervisory relationship exists and includes an immediate family or significant other status after this policy takes effect and the relationship did not exist prior to this policy, every effort will be made to make reassignments as soon as possible, or an employment offer may be rescinded. In the event of district-required movement, the district may choose to move individuals to alternative locations to ensure compliance with this policy. The Board of Education may review all decisions on a case-by-case basis.

These provisions shall not apply to employees in their current positions that fall under the above-mentioned definitions prior to this policy taking effect and will not be required to move positions to comply with the policy. If an employee moves from a current position that was not required to move positions to comply with this policy, these provisions shall apply to the new position.

Supervision Reporting Requirement

It is all employees' responsibility to report known immediate family members or significant other statuses to Human Resources for review as soon as the status becomes known to the employee when direct or indirect supervisory responsibility exists. Upon hire or movement of employees after the implementation of this policy, employees must disclose the potential for conflict of interest when direct or indirect supervisory responsibility exists.

Use of Confidential Information

Employees shall not use or disclose confidential information obtained in the course of or by reason of their employment in any manner with intent to result in financial gain for themselves, their spouses, dependent children in their custody, any business with which they are associated or any other person. Even when there is no financial gain involved, misuse of confidential information or failure to keep information confidential violates Board policy and could also violate state and federal law.

Administrative and Executive Employees

In addition to the above-listed requirements, the following restrictions apply to all administrative and executive employees in the school district, in accordance with law. Administrative and executive employees of the district may not:

1. Receive compensation or payment for services from any person, firm or corporation, other than the compensation provided by the district for the performance of their official duties, to attempt to influence a decision by the district.

2. Perform any service for compensation by which they attempt to influence a decision of the district for one year after the termination of their employment with the district.

Financial Disclosure
The superintendent, chief purchasing officer and general counsel, if employed full-time by the district, will file an annual disclosure statement with the Missouri Ethics Commission in accordance with law and Board policy BBFA.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State Reference

168.114

Description

State Statute

Federal Reference


Description

Federal Regulation

Federal Regulation

Policy Reference

BBFA

Description

BOARD MEMBER CONFLICT OF INTEREST AND FINANCIAL DISCLOSURE

BBFA-1

Description

BOARD MEMBER CONFLICT OF INTEREST AND FINANCIAL DISCLOSURE

DA

Description

FISCAL RESPONSIBILITY

DD

Description

GRANTS

DJF-2

Description

PURCHASING

DJFA

Description

FEDERAL PROGRAMS AND PROJECTS

DN-2

Description

SURPLUS DISTRICT PROPERTY

KG

Description

COMMUNITY USE OF DISTRICT FACILITIES

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Helen Wade
Board of Education President

ATTESTED:

Tracy Davenport
Board of Education Secretary