



School District 19
(Revelstoke)

Revelstoke Board of Education

Policy Manual

6.5 Conflict of Interest

Employees of the Revelstoke Board of Education occupy positions of public trust and confidence. They are expected to discharge their duties and responsibilities professionally and impartially. Each employee is expected to anticipate and to avoid conflicts of interest. It is imperative that employees always be seen as acting in the best interests of students, and do not compromise themselves in the discharge of their duties.

A conflict of interest arises when an individual is, or may be seen to be advancing one's own interests in a manner that is detrimental to the integrity or interest of the School District.

An employee is expected to request a determination from the Superintendent or designate before engaging in any activity which might reasonably raise questions about a possible conflict of interest.

This policy is not intended to prohibit employees and their immediate families from conducting legitimate business with the Board, but to establish parameters regarding how such business is to be conducted.

1. Financial Conflict of Interest

- 1.1 During working hours, or at the worksite, employees shall not engage in any activity outside their regular related employment duties that either involves or promotes their business interests or those of their family.
- 1.2 Employees may not utilize school or district resources, time, equipment or facilities in any aspect of their business endeavors.
- 1.3 Staff may not use their position to promote their business to students.
- 1.4 Teachers shall not receive any additional fees or compensation for teaching, tutoring, counseling, coaching, acquiring supplies or other related services provided to students under their individual care.

- 1.5 Employees may receive financial compensation for activities related to the provision of training and education provided that those activities are approved by the Superintendent.
 - 1.6 During the school year, full-time employees teaching credit courses for universities, colleges, and institutes shall not receive any additional compensation for activities that occur during instructional time or regular duties.
 - 1.7 The staff may not use professional development funds to participate in activities that support their business endeavors. Professional development activities must be directly linked to their role as an employee in the system.
2. Compromising Situations – Gifts
- 2.1 Employees shall not place themselves in a situation where they are under obligation to any person or organization who might benefit from, or seek to gain, special consideration or favour from the Board.
 - 2.2 An individual employee shall not, either directly or indirectly, demand or accept a gift, favour or service from an individual or organization which may compromise or be perceived to compromise impartial decision-making.
 - 2.3 The district or a school may, where a potential conflict of interest exists, engage in reviewing products or services on a 'trial' basis as part of normal business operations.
3. Hiring and Evaluating Employees
- 3.1 No supervisor shall be directly responsible for hiring or formally evaluating an employee who is a member of his/her family.
 - 3.2 No employee shall directly request a teacher-on-call, substitute or replacement worker who is a member of his/her family.
4. Publication and Copyright
- 4.1 Employees may acquire ownership of publication and copyright provided that no school or district resources, time, equipment or facilities have been utilized in the preparation, testing, piloting, publication or promotion of the material.

- 4.2 Employees who wish to utilize school or district resources, time, equipment or facilities in preparation, testing, piloting, publication and/or promotion of the material shall receive approval from their supervisor.