

All Personnel

**CONFLICT OF INTEREST**

**Definition**

California Government Code defines outside employment activities or enterprises for compensation which are incompatible or in conflict with the duties of an officer or employee of a public agency. Legal decisions have held that to be effective pursuant to the law, the provisions of these sections must also be incorporated into local rules and procedures. Accordingly, the following procedures are established governing conflict of interest for officers and employees of the Chula Vista Elementary School District.

**General**

A District employee or officer shall not engage in any activity or enterprise for compensation inconsistent with or inimical to either his/her own duties with the District or to the functions or responsibilities of the District.

This provision includes, but is not restricted to, the following:

1. Use of District time, facilities, equipment, supplies, or name in a manner clearly for private gain or advantage.
2. Receipt or acceptance of money or other consideration from other than the District for any activity which the employee or officer is expected to render in the regular course of work hours of his/her employment with the District.
3. Employment involving time demands which would render performance of his/her duties less than satisfactory.
4. Sale or promotion on District property during employee's or officer's duty hours of products or services, rental of property or products, or promotion of any academic or non-academic enterprise in which the employee or officer may have a pecuniary interest.
5. Tutoring - no remuneration, direct nor indirect, may be accepted by a faculty member for tutoring a student who is enrolled in his/her classes. No faculty member shall engage in tutoring for which he/she receives a fee on any of the campuses of the District nor may any equipment belonging to the District be used for this purpose.

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**CONFLICT OF INTEREST** (continued)

6. Outside employment and attendance at classes/courses at colleges and universities must be scheduled outside of the assigned hours unless there is prior approval.

A District employee or officer shall not perform, outside of the District, any work or service for compensation where any part of his/her efforts will be subject to approval or control by any other District employee unless otherwise approved in accordance with the section below. This prohibition shall not apply to the authoring of textbooks, programs, or other writings intended for use in public education.

It is advisable that the employee or officer apprise his/her immediate supervisor of his/her intention to engage in any outside activity or employment which might be in violation of this policy. Questions or appeals regarding conflicts of interest shall be resolved by or referred, in order, to the Assistant Superintendent, Administration.