

ROLLING RIVER SCHOOL DIVISION POLICY

Employee Conflict of Interest

GBCA/P

The Rolling River School Division recognizes that from time to time employees may find themselves in a conflict of interest situation. The Board also recognizes that, due in part to its large geographical region and small rural towns, members of the same family (immediate relative) may be employed by the division. Therefore, it is imperative that Rolling River School Division employees remember:

- they occupy positions requiring public trust and confidence and are expected to discharge their duties and responsibilities professionally and impartially.
- to exercise the greatest care that neither their influence with students nor their position with the Division will be used for personal advantage or to promote the commercial or partisan interests of any person, business or institution.
- no teacher shall tutor his/her students for profit.
- to avoid situations which are, or may appear to be, in conflict with their responsibilities to act in the best interest of the Division.
- they are required to disclose any potential conflict of interest situation.

Definition: For the purpose of this policy/regulation an immediate relative is defined as father, mother, son, daughter, sister, brother and spouse including common-law.

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Date Adopted: January 4, 1986

Date Revised: December 1, 2005

Date Reaffirmed: October 21, 2009

Date Revised: November 15, 2011

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Conflict of Interest Situations

The following situations are a conflict of interest or are perceived as a conflict of interest:

1. An activity for personal financial gain or employment outside the Division that involves any of the following:
 - using time paid for by the Division
 - having adverse effect on your performance of your duties
 - using Division resources for the activity
 - using your association with the Division or the advantage of privileged Divisional information
2. Soliciting or accepting gifts, considerations, prizes or hospitality other than those of a token nature from any person, business or institution with whom the Division does business.
3. Using one's association with the Division or advantage of privileged Division information for the financial gain of an immediate relative, friend or person with whom a romantic relationship exists.
4. Seeking to obtain preferential treatment from the Division for an immediate relative, friend, or person with whom a romantic relationship exists.
5. Seeking to obtain preferential treatment from the Division for a business in which the employee or their immediate relative, friend or person with whom a romantic relationship exists has a financial interest.
6. Recruiting, selecting or supervising an immediate relative or person with whom a romantic relationship exists if you are in a position as the immediate supervisor.
7. Influencing another employee to recruit, select or retain an immediate relative or person with whom a romantic relationship exists.
8. In those situations where the Division has entered a competitive bid or tender to provide services, an employee may not submit a tender in competition without first resigning their employment.

Employees shall not directly supervise an immediate relative or person with whom a romantic relationship exists. One of the employees or both employees

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may be reassigned to another school, department or seek employment elsewhere. Supervision includes any of:

- assignment of duties
- approval of purchase orders
- determination of salary/wage level
- completion of performance evaluations
- decisions of promotion/retention/transfer

Disclosure to Rolling River School Division

1. Where an employee is concerned they may be placing themselves in a potential conflict of interest situation, they will disclose the situation to their direct supervisor. Where such a conflict or potential conflict of interest is confirmed, the supervisor must proceed to step 2.
2. A conflict or potential conflict of interest must be disclosed by the supervisor to the Superintendent and discuss with him/her procedures to remove the employee(s) from the conflict or perceived conflict of interest.
3. The Superintendent will determine the appropriate solution. The Superintendent's direction will be provided in writing to the parties involved.

Compliance

Failure to comply with the Employee Conflict of Interest policy may lead to disciplinary action, which could include termination.

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