

CONFLICTS OF INTEREST PROCEDURES

The following criteria will be considered when employee requests for authorization to receive compensation from member districts outside of NWESD 189 workday and responsibilities (see Form 5251-F1).

- 1) Employees shall not be involved in outside employment to a degree that adversely affects their NWESD 189 job assignment.
- 2) Employees shall not receive remuneration for outside employment during the regular working day. In other words, employees must either be on annual leave or on approved leave without pay status for any period for which they receive compensation for outside employment.
- 3) Employees who receive remuneration for work performed outside their NWESD 189 employment should regularly advise the Superintendent of such activity and review with the Superintendent whether such work may have an adverse impact on their duties as a NWESD 189 employee.
- 4) Employee shall not use their position to gain favorable consideration in obtaining outside employment.
- 5) Employees shall not have a direct and substantial interest, financial or otherwise, or engage in any business or transaction or professional activity, which is in conflict with the proper discharge of official duties or is in conflict with the public interest in his/her capacity as an administrator, employee, or agent of NWESD 189.
- 6) Employees shall not transact or participate in a transaction of any business in his/her official capacity as a NWESD 189 employee with any business entity of which he/she is an officer, agent, employee, or a member, or in which he/she or his/her spouse or minor child has a direct and substantial economic interest.

Employees wishing to participate in outside employment shall submit, prior to commencing work, a *Request for Approval of Outside Employment* form to his/her immediate supervisor who will forward it to the Superintendent's office (see Form 5251-F1).

Presented to Board: 05/23/01