


<p style="text-align: center;">Tucson Unified School District  <i>Celebrate the US!</i> Tucson, Arizona</p> <p style="text-align: center;">GOVERNING BOARD POLICY</p>	POLICY TITLE: Staff Conflict of Interest
	POLICY CODE: GBEAA
	LEAD DEPARTMENT: Human Resources

Employment of Close Relatives

No person employed by the District may be directly supervised by a close relative or domestic partner including:

- father, father-in-law,
- mother, mother-in-law,
- son, son-in-law,
- daughter, daughter-in-law,
- sister, sister-in-law,
- brother, brother-in-law,
- step children, step parents,
- spouse, former spouse

This policy will apply for summer, independent contracts, temporary, hourly or part-time work as well as for full-time employment.

A dependent of a Board member (a person more than half of whose support is obtained from a Board member) cannot be hired in the District except by consent of the Board. The District cannot employ the spouse of a Board member.

Business Relations

Any employee who has, or whose relative has, a substantial interest in any decision of the District shall make known this interest in the official records of the District, and shall refrain from participating in any manner as an employee in such a decision.

Employees will not engage in any type of work where the source of information concerning customer, client, or employer originates from information obtained through the School District, except when permitted by state law and the Governing Board.

Employees will not participate for financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or their parents/guardians, except when permitted by the Governing Board.

Employees who have patented or copyrighted any device, publication or other item will not receive royalties for use of such item in the District Schools.

Vendor Relations

No employee of the District will accept gifts from any person, group, or entity doing, or desiring to do, business with the District. The acceptance of any business-related gratuity is specifically prohibited, except for widely distributed advertising items of nominal value. Decision-makers must avoid accepting meals / gifts from any potential vendor. Gifts in association with the procurement process shall be prohibited. Any perception of improper influence in the procurement process shall be avoided.

This policy should not be construed to deem unacceptable inexpensive novelty advertising items of general distribution. Token gifts for general consumption are acceptable under this policy.

Purchasing for Personal Use

No employee may purchase goods or services for personal use in the name of Tucson Unified School District.

Selling

No employee may sell goods or services for private gain to students or other employees on school premises.

Tutoring

Tutoring will be taken to mean any instruction of an individual student by an individual teacher as a supplement to regular classroom instruction.

Restriction – No teacher shall be permitted to receive pay or gifts directly or indirectly for the private tutoring of any student currently enrolled in any class that he or she teaches or on a current Exceptional Education caseload. Any exception of this regulation shall require the specific written authorization of the Superintendent.

School facilities shall not be used for private tutoring for pay. In general, the practice violates the principle that public facilities shall not be used for private gain.

Although the Governing Board exercises no jurisdiction over the practice of private, off-campus tutoring, it nevertheless takes the position that such tutoring is justified only when it is done to help students make up work missed through long absence from school and that such other tutoring as may be needed from time to time should be provided at school, by regular teachers, and without cost to the student.

Solicitation

No employee may use his/her position with the District to solicit, directly or indirectly, the purchase of supplies, services or equipment at special discounts for private use from any school district vendor. It is understood that the Superintendent, or designee, may solicit or accept discounts for groups of employees.

Solicitation during working hours of employees either for contributions or membership drives must be approved by the Superintendent before made in the schools.

Adopted: October 5, 2004
Revision: July 24, 2007
Review:

Legal Ref.A.R.S.[15-323](#)
[15-421](#)
[15-502](#)
[38-481](#)
[38-501](#)*etseq.* [38-503](#)

Cross Ref: [BCB](#) - Board Member Conflict of Interest

Replaces TUSD Policy # 4350—Conflict of Interest
4050—Nepotism