

## **Staff Ethics/Conflict of Interest/Employment of Relatives**

### **1. Purpose**

Colorado Springs School District 11 (the District) expects its employees to make personnel decisions and other educational and business decisions objectively on the basis of the District's needs, resources and priorities.

While the District does not restrict the employment of relatives in most circumstances, it recognizes that, when an employee has supervisory or fiscal authority over, or access to confidential information concerning, another employee who is a relative, or participates in District decisions directly affecting a relative, a conflict of interest exists and there is a substantial risk of favoritism and negative effects on the integrity of District decision-making.

Accordingly, this policy is intended to establish standards and procedures for employment of relatives in District positions and for decision-making affecting relatives.

This policy may be modified by the Colorado Springs School District 11 Board of Education (the Board) at any time and does not create any express or implied contract, including a contract of employment, property rights, privacy rights, due process rights or any other contractual or constitutional rights.

### **2. Definitions**

For purposes of this policy and unless otherwise specified herein, "relative" means the spouse (including common law spouse), child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law or "step" relation, fiancé, domestic partner, any member of the employee's household.

### **3. Applicant Disclosure**

An applicant applying to or within the District is expected and required to accurately and honestly disclose any relatives' names who also work for the District, on the employment application at the time of submission.

### **4. Decisions Affecting Relatives**

No District employee shall initiate or participate in a District decision, or seek to influence or advocate for a decision, that causes a direct benefit or penalty to a relative of the employee, whether or not such relative is an employee. Such decisions may include, but not be limited to, decisions concerning hiring, discharge, performance evaluations, grievances, transfers, vendor contracts, purchases, and investigations.

### **5. Hiring or Assignment of Relatives**

The District generally permits the hiring and assignment of relatives of current District employees to positions within the District, except in circumstances where:

- a. One relative would directly or indirectly exercise supervisory, appointment, or dismissal authority or disciplinary action over the other relative;
- b. One relative would audit, verify, or receive, or is or would be entrusted with moneys received or handled by his or her relative; or
- c. One relative would have access to the District's confidential information, including payroll and personnel records.

The District may make exceptions to this standard on a temporary basis (for periods generally not exceeding three months) or in the event of a District emergency.

In the event two members of a school or building staff attain a relative status or occupy the same household during a school year and one employee supervises the other, they shall report this information to their immediate supervisor and notice shall be given them that they come under the requirements of this policy and that the necessary reassignment involved shall be effected no later than the following school year.

## **6. Other Conflict of Interest Concern**

If any two employees of the District who are in a superior/subordinate status and have a known romantic relationship, or there is a logical conflict of interest as set forth in paragraph 5 above, they shall report this information to their immediate supervisor and will be advised of the requirements of this policy by their immediate supervisor(s).

## **7. Disclosure and Evaluation Procedure**

If a District employee experiences a change in personal status (such as through marriage or engagement), or becomes aware of an actual or expected District decision affecting a relative of the employee, that is subject to the restrictions of section 2 or 4 above, the employee shall self-report and disclose all facts concerning the matter immediately to one of the following persons:

- a. Immediate supervisor
- b. A Director of Human Resources;
- c. Executive Director of Human Resources; or
- d. Deputy Superintendent for Personnel Support Services.

When a report is received, the individual receiving the report shall coordinate an evaluation of the circumstances and determine whether action should be taken.

## **8. Professional Working Behavior**

The District expects its employees to exhibit professional behavior in their interactions with employed relatives while at work and on District property.

## **9. Reporting and Retaliation**

Any employee may report a violation of this policy to any of the individuals identified in 7.a.-d. above. If an employee experiences retaliation for reporting a violation of this policy, the employee should report the matter directly to the Superintendent or designee.

## **10. Consequences**

The District reserves the right in any situation involving the application of this policy to decide, in its discretion, whether an investigation should be conducted and whether corrective action should be taken, including, but not limited to, reassignment, disciplinary action or termination of employment.

Adopted September 1972

Revised 1974

Revised January 13, 1982

Revised January 1985

Revised June 1988

Revised November 2009

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Revised April 11, 2018

LEGAL REF.: Constitution of Colorado, Article X, Section 13  
C.R.S. § 14-15-101, et seq.  
C.R.S. § 18-8-308  
C.R.S. § 24-34-402 (1)(h)

CROSS REF.: GBEA-E, Exhibit to GBEA, Staff Ethics/Conflict of Interest/Employment of  
Relatives  
GBEB, Staff Conduct