

P1170 RULES OF ETHICAL CONDUCT– EMPLOYEES

BOARD POLICY:

Consistent with the requirements of state and federal law, district employees must adhere to standards of ethical conduct in the selection, award, and administration of contracts with vendors or contractors supplying goods, property or services to the district. No employee may participate in the selection, award, or administration of a contract in which he or she, a member of his or her immediate family, or his or her partner, has a substantial interest as defined in this policy.

Administrative Implemental Procedures:

1. The following definitions apply to this policy:
 - a) "Substantial Interest" means the possession by an employee, a member of his or her immediate family, his or her partner, or by an agent of the district, individually or collectively, of any of the interests or statuses defined in K.S.A. 75-4301a(a)(1)-(2) or (a)(4)-(5) and amendments thereto, or by gratuitous receipt of property or services having greater than nominal value from a vendor or contractor (AIP 3).
 - b) "Client or customer" means a business or combination of businesses.
 - c) "Business" means any corporation, association, partnership, proprietorship, trust, joint venture, and every other business interest, including ownership or use of land for income.
 - d) "Contracts" mean agreements including but not limited to sales and conveyances of real and personal property and agreements for the performance of services.
 - e) "Compensation" means any money, thing of value or economic benefit conferred on, or received by, any person in return for services rendered, or to be rendered, by that person or another, but shall not mean nor include reimbursement of reasonable expenses if the reimbursement does not exceed the amount actually expended for the expenses and it is substantiated by an itemization of expenses.
 - f) "Immediate family" means a parent, parent-in-law, spouse, domestic partner, child, spouse of a child, brother, brother-in-law, sister, sister-in-law, or the domestic partner of a parent, child, brother, or sister.
2. School district employees in their capacity as school district employees shall not participate in the selection, award, or administration of a contract with any person or businesses by which the school district employee or any member of his or her immediate family is employed or about to be employed or in whose business the school district employee, a member of his or her immediate family, or his or her partner has a substantial interest as defined herein. A school district employee does not violate this prohibition if the employee abstains from any action in regard to the contract.
3. Consistent with P1171, no employee or other person subject to this policy shall solicit or accept gifts of money, property, or services from vendors or contractors which do business or seek to do business with the district, provided that unsolicited receipt of items or services of nominal value involving no substantial risk of affecting the impartiality of the recipient will not be prohibited.
4. A school district employee shall not pass or act upon any matter which will affect any business in which the employee holds a substantial interest and such employee shall excuse him/herself from the decision making process. Any questions regarding the application of

this policy to a particular situation should be presented to the employee's supervisor, who should, in turn, direct the inquiry to the Purchasing Department if a question remains.

5. The Purchasing Department will render opinions on the interpretation of this policy. Such opinions are rendered after receipt of a written request. Any person who requests and receives an opinion and who acts in accordance with the provisions of the opinion shall be presumed to have complied with the provisions of this policy. Requests for opinions shall be addressed to Purchasing Department, USD No. 259.
6. Persons who violate the provisions of this policy shall be subject to disciplinary action up to and including termination of employment. Potential violations should be reported to the Purchasing Department.
7. Employees of the district, including employees subject to this policy, are also subject to the Public Officers and Employees Act (K.S.A. 75-4301 et seq., as amended). Employees of the district, including employees subject to this act, shall at all times comply with the provisions of the Public Officers and Employees Act. Employees subject to this policy must comply with this policy when this policy contains provisions that are more restrictive than the Public Officers and Employees Act.
8. **Applicability:** This policy shall apply to all employees involved in the selection, award, and administration of contracts and to members of the Board of Education. All individuals subject to this policy shall review this policy annually and sign a certification agreeing to abide by its provisions.

Administrative Responsibility: Operations and Financial Services

Latest Revision Date: July 2018

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