

Personnel

Outside Employment and Conflict of Interest

I. Purpose

This policy provides district employees with guidance concerning their engagement in employment outside Edina Public Schools and with activities that create or give the appearance of creating a conflict of interest with their employment with the district.

II. General Statement of Policy

Edina Public Schools expects its employees to appropriately complete their professional responsibilities and duties with the district. The district expects that its employees will not engage in any activity or employment that conflicts with or creates the appearance of conflict with the district.

III. Outside Employment and Conflict of Interest Standards and Procedures

- A. Employees' outside employment must not interfere with the proper performance of professional responsibilities, negatively impact their attendance, or reflect adversely on the district.
- B. Employees must not engage in employment that would result in the release, either intentionally or unintentionally, of confidential information.
- C. Conflict of Interest Definitions
 - 1. "Family member" means any blood relative through the second degree and any person living in the same household.
 - 2. "Own or "substantial personal interest" means holding an equity interest equal to more than five percent of an individual's net worth or more than five percent of the ownership of the business or outside organization.
- D. Employees and their family members must not engage in or have financial interest in any activity that creates a conflict of interest with their job duties and responsibilities. This includes:
 - 1. Participating for financial compensation in outside activities where their employment with the district is used to sell goods or services to students or their parents;

2. Engaging in any type of work where the source of information concerning the customer, client or employer originates from information obtained through the district;
 3. Using personal employment with the district, district materials or district facilities to promote outside activities which result, or may result, in personal financial gain or advantage;
 4. Using duty hours, district equipment or district facilities to promote any out- of-school activity resulting in personal financial gain without the authorization of the school district;
 5. Owning a business or nondistrict organization that does business with the school district;
 6. Rendering services as a director, officer, employee of, contractor or consultant to a nondistrict organization that does business with the school district or is in the business of providing for-profit educational services, without the written authorization of the district; and
 7. Representing the school district in a transaction in which the employee or the employee's family member has a substantial personal interest.
- E. For the protection of both the school district and its employees, employees must make timely disclosure of any potential conflict of interest. Employees must exercise good judgment when engaging in employment outside the school district. All disclosures made in compliance with this policy will be treated as personnel data.
- F. The responsibility for disclosure of conflicts of interests rests with employees.
- G. It will not be considered a conflict of interest under this policy for coaches to provide off-season coaching or other outside services to students, in compliance with MSHSL rules, as long as the students and parents or guardians are notified that the coaching or outside services are not required for participation or playing time on the team and the activities do not interfere with the coach's duties. Coaches or their outside employers may charge fees for such voluntary off-season coaching or other services for students. Any solicitation for such services must not be made directly to students, must be accompanied by a notice that participation is not required, and should be offered along with other alternatives for the same or similar coaching or services from someone other than the coach.

H. Employees who work outside the district and whose employment is deemed to be in violation of this policy are subject to discipline. Employees are encouraged to consult with their supervisor prior to being involved in outside employment.

Cross Reference:
Policy 908 (Tutoring for Pay)

Policy
adopted: 3/16/09
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INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota