

Title: Staff Ethics and Conflict of Interest

Control Information

Control Item	Details
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Revision History

Revision	Date	Revision Description	Originator
new	4/6/09		K. Buchheit
B		Revision	K. Buchheit

Staff Ethics

BCS employees will not engage in, nor have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as staff members. This means that:

1. Employees will not solicit for financial remuneration from students, parents and other staff.
2. Any device, publication or any other item developed during the employee's paid time shall be BCS property.
3. Employees will not further personal gain through the use of confidential information gained in the course of or by reason of position or activities in any way.

No BCS or SFSD employee may serve as a BCS Board member.

An employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that he/she needs to fulfill the position's responsibilities; nor will an employee use any BCS facilities, equipment or materials in performing outside work.

Staff Conflict of Interest

Employees of the Board will not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as staff members. This means that:

1. 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.
2. Employees who produce any device, publication or other item partly on his/her own time and partly on BCS time may petition BCS for assignment of copyright or patent rights. Employees will not attempt to copyright or patent such items without the knowledge and consent of the BCS administrator.
 3. 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 system.