

Staff Ethics/Conflict of Interest

No charter school employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his or her duties and responsibilities in the school system. Employees are expected to perform the duties of the position to which they are assigned and to observe rules of conduct and ethical principles established by state law and charter school policies and regulations.

It shall be understood that all confidential information an employee is privy to as a result of charter school employment shall be kept strictly confidential. In addition, employees shall not utilize information solely available to them through school sources to engage in any type of work outside of the charter school. This includes information concerning potential customers, clients or employers.

An employee shall not sell any books, instructional supplies, musical instruments, equipment or other school supplies to any student or to the parents/guardian of a student who attends the school served by the employee unless prior approval has been obtained from the Charter Board.

Moreover, to avoid a conflict of interest, the charter school prohibits an employee from exercising supervisory, appointment, dismissal authority, or disciplinary action over a member of the employee's immediate family. For purposes of this policy, an employee's "immediate family" includes his or her spouse, children and parents. In addition, an employee may not audit, verify, receive or be entrusted with moneys received or handled by a member of the employee's immediate family. An employee shall not have access to the employer's confidential information concerning a member of the employee's immediate family, including payroll and personnel records.

LEGAL REFS.: Constitution of Colorado, Article X, Section 13 (*felony to make a profit on public funds*)

C.R.S. [22-63-204](#) (*teachers receiving money for items sold to students/parents without written consent from Board*)

C.R.S. [24-34-402](#)(1) (*discriminatory and unfair employment practices*)

C.R.S. [24-34-402](#)(1)(h) (*nepotism provisions*)

CROSS REFS: [GBEB](#), Staff Conduct
[GCE/GCF](#), Professional Staff Recruiting/Hiring
[GDE/GDF](#), Support Staff Recruiting/Hiring

First Reading Date: 1-9-18

Adoption Date: 2-13-18

Lake George Charter School