

## **Conflicts of Interest**

### **General**

The ESD Board of Directors expects all employees to fully devote their assigned work time to their job duties and responsibilities. No ESD employee will engage in any activity which conflicts with his/her duties and responsibilities.

No ESD employee will participate in any transaction involving the ESD if the employee or the employee's family may benefit financially from the transaction.

No ESD employee may employ or use any person, money, or ESD property under the employee's official supervision, control or direction for the private gain of that employee. No ESD employee may use his or her position to secure special privileges for himself or herself or any other person.

An ESD employee may not receive compensation from a source, except the ESD, for performing or deferring the performance of any ESD duty.

### **Gifts**

No employee shall receive, accept, take, seek or solicit, directly or indirectly, anything of economic value as a gift, gratuity or favor from any person, if such employee has reason to believe the person (person includes an individual, partnership, association, corporation, firm, institution or other entity, whether or not operated for profit) would not give the gift, gratuity or favor but for such employee's position with the ESD.

The following shall be the criteria used for determining whether or not a gift, gratuity or favor is being offered solely because of the employee's position with the ESD:

1. Donor has or is seeking to obtain contractual or other business or financial relationship/s with the ESD;
2. Donor conducts operations or activities which are regulated by the ESD; or
3. Donor has interests which may be substantially affected by such employee's performance or nonperformance of official duty.

No ESD employee may receive a gift or item of economic value in excess of \$50, except an employee may accept the following:

- A. Unsolicited flowers, plants, and floral arrangements.
- B. Unsolicited advertising or promotional items of nominal value such as pens and note pads.
- C. Unsolicited tokens or awards of appreciation in the form of a plaque, trophy, desk item, or similar item.
- D. Unsolicited items received for the purpose of evaluation or review.
- E. Informational material, publications or subscriptions related to performance of his or her duties.
- F. Food and beverages consumed at hosted receptions where attendance is related to his or her official duties.

- G. Door prizes and prizes won in random drawings during meetings, seminars and similar events.
- H. Employees may accept admission to and the cost of food and beverages consumed at events sponsored by or in conjunction with a civic, charitable, governmental, or community organization; and
- I. Employees may accept gifts in the form of food and beverages, on infrequent occasions, in the ordinary course of meals, where attendance by the employee is work related.

### **Honorarium**

Employees may not receive an honorarium unless specifically authorized by the Superintendent. For purposes of this policy, an honorarium means money or anything of value offered for a speech, appearance, article, or similar item or activity in connection with the employee's job. Honorarium does not include the waiver of registration fees offered for a speech or appearance. Acceptance of honorariums by the Superintendent must be approved by the ESD 112 Board of Directors.

### **Outside Employment**

No ESD employees may receive remuneration for outside employment, or preparation thereof, during the regular working day, or hours they are scheduled or paid to work for ESD 112.

No ESD employees may use their respective positions to gain favorable consideration in obtaining outside employment.

No ESD employees may be involved in outside employment to a degree that adversely affects their professional assignment.

Outside employment is not allowed if it interferes with or adversely affects the performance of assigned ESD duties and responsibilities, involves rendering services or expending on-duty time for which compensation is being paid by the ESD, or involves using ESD facilities, equipment or supplies. When outside employment involves doing work that is substantially similar to the work an employee does for ESD 112, is work that could be done by the ESD, is ongoing and more than a limited project with fixed hours, and may require more work than what can be clearly done during hours the employee is not expected to be working for the ESD, the outside employment interferes with assigned ESD duties and is not allowed.

### *Legal References:*

*RCW 42.23.030 – Interest in contracts prohibited—  
Exceptions.*

*RCW 42.23.040 – Remote interests.*

*WAC 181-87-090 – Improper remunerative conduct.*

Adoption Date: **1-22-76**

Revised Dates: **1-23-79; 2-22-83; 3-26-91; 5-23-95; 1-1-17; 11-21-17; 9-23-24**

Renumbered: **315 and 331 to 5251 1-1-17, renumbered 409 to 5251 11-21-17**