

300 PERSONNEL, continued

331 Conflict of Interest

The ESD Board of Directors expects all employees to fully devote their assigned work time to their job duties and responsibilities.

The basic guiding principle for this policy is that an ESD employee may not use his or her position for private benefit or gain.

R331.1 The following provisions reflect the basic guiding principle of this policy:

- a. An ESD employee may not have a financial or other interest, or engage in any business or professional activity, that is in conflict with his or her ESD duties.
- b. An ESD employee may not use his or her position to secure special privileges for himself or herself or any other person.
- c. An ESD employee may not receive compensation from a source, except the ESD, for performing or deferring the performance of any ESD duty.
- d. An ESD employee may not receive a gift with a value in excess of \$50 from a source, except the ESD, for performing or deferring the performance of any ESD duty if it could reasonably be expected that the gift would influence him or her or be considered a reward for action or inaction.
  1. For purposes of this policy, gift means anything of economic value for which no consideration is given.
  2. Employees may not accept gifts with a total value in excess of \$50 from a single source in a calendar year.
  3. Employees may not accept a single gift from multiple sources with a value in excess of \$50.

4. The following items may be accepted without regard to the \$50 limit:
  - 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.
  - 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.
- e. Employees may not engage in outside employment which:
  1. interferes with or adversely affects the performance of assigned ESD duties and responsibilities;
  2. involves rendering services or expending on-duty time for which compensation is being paid by the ESD;
  3. involves using ESD facilities, equipment or supplies.

300 PERSONNEL, continued

331 Conflict of Interest, continued

R331.1 Provisions, continued

- f. Employees may not receive an honorarium unless specifically authorized by the Superintendent.
  - 1. 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.
  - 2. Acceptance of honorariums by the Superintendent must be approved by the ESD 112 Board of Directors.

R331.2 Approval Procedures for Employment Outside the ESD

R331.2a Employees may engage in outside employment that involves working for districts in Washington or for another program within the ESD provided it does not violate the restrictions enumerated in R331.1 above and has been approved by the Superintendent in advance.

R331.2b Employees must receive advance approval by the Superintendent prior to providing personal contracted services for a fee to any student who is concurrently being served by that individual in an ESD program.