

1 The Transylvania County Board of Education (the “board”) expects ~~E~~employees ~~are expected~~ to  
2 avoid engaging in any conduct that creates or gives the appearance to the public of creating a  
3 conflict of interest with their job responsibilities with the school system. Although there may be  
4 other conflicts of interests, employees must follow board directives in the following areas.  
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6 **A. FINANCIAL INTERESTS**  
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8 An employee shall not engage in or have a financial interest, directly or indirectly, in any  
9 activity that conflicts with duties and responsibilities in the school system.  
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11 **1. Contracts with the Board**  
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13 An employee shall not do any of the following:  
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- 15 a. obtain a direct benefit from a contract that he or she is involved in making  
16 or administering on behalf of the board, unless an exception is allowed  
17 pursuant to G.S. 14-234 or other law;  
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- 19 b. influence or attempt to influence anyone who is involved in making or  
20 administering a contract on behalf of the board; or  
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- 22 c. solicit or receive any gift, favor, reward, service, or promise of reward,  
23 including a promise of future employment, in exchange for  
24 recommending, influencing, or attempting to influence the award of a  
25 contract by the board.  
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27 An employee is involved in administering a contract if he or she oversees the  
28 performance of the contract or has authority to interpret or make decisions  
29 regarding the contract. An employee is involved in making a contract if he or she  
30 participates in the development of specifications or terms of the contract or  
31 participates in the preparation or award of the contract. An employee derives a  
32 direct benefit from a contract if the employee or his or her spouse does any of the  
33 following: (1) has more than a 10 percent (10%) ownership or other interest in an  
34 entity that is a party to the contract; (2) derives any income or commission  
35 directly from the contract; or (3) acquires property under the contract.  
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37 **2. Non-School Employment**  
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39 The board recognizes that some employees may pursue additional compensation  
40 on their own time. Any such employee shall not engage in the following:  
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- 42 a. non-school employment that adversely affects the employee’s availability  
43 or effectiveness in fulfilling job responsibilities;  
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- 45           b.     work of any type in which the sources of information concerning  
46           customer, client, or employer originate from any information obtained  
47           through the school system;
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- 49           c.     work of any type that materially and negatively affects the educational  
50           program of the school system;
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- 52           d.     any type of private business using system facilities, equipment, or  
53           materials, unless prior approval is provided by the superintendent; or
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- 55           e.     any type of private business during school time or on school property.
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57           The superintendent may grant prior approval for work performed under  
58           subsections d and e above if such work enhances the employee’s professional  
59           ability or professional growth for school-related work. The superintendent may  
60           establish reporting procedures that require employees to notify the school system  
61           of any non-school employment.

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63 **B.     RECEIPT OF GIFTS**

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65           No school employee may accept gifts from any person or group desiring to do or doing  
66           business with the school system, unless such gifts are instructional products or  
67           advertising items of nominal value that are widely distributed. No school employee may  
68           solicit or accept any gifts from any potential provider of E-rate services or products in  
69           violation of federal gifting rules.

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71           Legal References: G.S. 14-234, -234.1; 115C-47(18); 133-32; 47 C.F.R. 54.503; FCC Sixth  
72           Report and Order 10-175

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74           Cross References: Board Member Conflict of Interest (policy 2121)

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76           Adopted:

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