

## 522.4b

### STAFF CONFLICT OF INTEREST

An employee of the Board of Control shall not engage in any activity that conflicts, or raises a reasonable perception of conflict, with his/her responsibilities to the Agency or to a school served by the Agency. Specifically, an employee shall not:

1. Use information derived from Agency privileges for private gain, including, but not limited to, resource documents, developmental and research projects or project proposals.
2. Solicit or receive compensation, other than that allowed by law, for performance of his/her duties. This precludes, among other things, acceptance of any gratuities, gifts, or favors that might impair or appear to impair professional judgment; and any personal dealings with any individual or entity with whom he/she, on behalf of the Board, has any direct or indirect contact for purposes of obtaining from such individual or entity, non-competitive contracts, services or materials.
3. Knowingly authorize or employ the authority or influence of his/her office to secure authorization of any public contract in which he/she, a member of his/her family, or any of his/her business associates has an interest.
4. Offer any favor, service or thing of value to obtain special advantage.
5. Permit commercial exploitations of his/her professional position.
6. Receive for his/her personal benefit anything of value from any person other than CESA #9 to sell, promote the sale of, or act as an agent or solicitor for the sale of, any goods or services to any public school pupil while on the property or at an activity of CESA #9 or while on the property or at an activity of a school district in CESA #9.
7. Engage in selling or have an ownership interest of more than 2% in a company or corporation which engages in selling any of the following merchandise or services to students or parents in the attendance areas served by the schools in CESA #9:
  - a. Institutional supplies and equipment
  - b. Computer software, curricular programs and textbooks
  - c. Reference books
  - d. Educational tours, clinics and camps
  - e. Any other service or activity provided or proposed to be provided by CESA #9

8. Furnish lists of students or parents to anyone selling such materials or services.
9. Receive duplicate payment from the Agency and others for the same service rendered or time served.
10. Engage in any outside business or employment which interferes with his/her work for or responsibility to CESA #9.

CESA #9 will not enter into a contract (other than an individual employment contract) in which an employee is privately interested if the contract involves receipts and disbursements aggregating more than \$5,000 in any one year, nor will CESA #9 enter into a contract with a company or corporation if a CESA #9 employee owns more than a 2% interest in the company or more than 2% of the outstanding stock of the corporation.

An employee shall have a duty to report any acquisition of an ownership interest in a company or corporation which may present an actual or potential conflict of interest under this policy. Such ownership interests shall be reported to the CESA Administrator within five (5) working days from the date of acquisition.

The above rules may only be changed by prior written agreement between the individual employee and the CESA Administrator and only in the case of an employee seeking to provide goods or services to other CESAs or to non-CESA #9 school districts. Such agreement shall be signed by the CESA Administrator when the total gross receipts from all such goods or services will not exceed \$5,000 in any year. In the event the total gross receipts from such goods or services will exceed \$5,000 in any year, such agreement must be approved by the Board of Control or its designee.

The above rules apply to all Agency employees. Violation of any of the rules may result in termination of employment.

LEGAL REF.: Section 118.12      Wisconsin Statutes  
                  Section 946.13      Wisconsin Statutes

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