



ADMINISTRATIVE PROCEDURE

EMPLOYEE CONFLICT OF INTEREST

4160

Procedure No.

August 1, 2006

Date

- I. **PURPOSE:** To clarify areas that may cause a Prince George's County public school system employee to be susceptible to a conflict of interest charge and specify the action taken if the policy is violated.
- II. **PROCEDURES:** Each employee is expected to be knowledgeable about this procedure and to assume the responsibility to ensure that the individual's behavior and activities are consistent with the policy of the Board of Education. In those instances not specifically mentioned in this procedure or about which there is a question of interpretation, a request may be made to the legal office for an interpretation or ruling.
 - A. Other Employment
 1. Employees may, during the hours not required of them to fulfill appropriate assigned duties, engage in other employment providing such employment does not violate any pertinent section of this procedure.
 2. An employee who is on leave from the school system, or during the hours when the employee is off-duty, may not be employed by the school system in any capacity during this leave or off-duty period. Employees of Prince George's County Public Schools (PGCPS) cannot act as vendors providing services for the school system or any school, including, but not limited to, Disc Jockey services, computer and graphics services, catering, printing, decorating/design services, or musician services.
 - B. Endorsement
 1. By virtue of an employee's position with, or through knowledge or skill gained from the school system, an employee shall neither endorse nor recommend:
 - a. A business firm or an individual for services they might render; or
 - b. A specific product.
 2. As a part of officially assigned duties, staff may provide references on employees or services and items furnished to PGCPS.



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C. Tutoring

1. No tutoring by employees for which a payment is received, that is in addition to the individual's salary by PGCPSS, shall take place on the public school property of PGCPSS.
2. Except as provided, board employees regularly employed on a contract as a certificated professional employee may not tutor for compensation any student who is enrolled in the school where the employee is assigned as a result of the employee's contract with the board, or a student the employee taught in the immediately preceding school semester. Board employees working for a school system sponsored tutoring program or an approved supplemental educational services (SES) vendor may tutor any student.

D. Supervision

A Prince George's County Public Schools (PGCPSS) employee in a supervisory or leadership position may not directly supervise a spouse, a relative by marriage, or a blood relative. The supervising employee may not direct or oversee the daily activities, evaluate the employee or conduct observation that would lead to an evaluation. Supervisors, administrators, or designated leaders who find themselves in a conflict of interest by being responsible for directing or supervising a spouse, relative, in-law or employee with whom the supervisor has a romantic relationship must inform their direct supervisor and the Division of Human Resources. Action will then be taken to ensure that supervisory responsibilities for the employee are reassigned to another supervisor or to reassign one of the employees involved.

E. Violation

An alleged violation of this regulation is cause for an immediate investigation by the Division of Human Resources. If it is determined that an employee has violated this regulation, the employee may be suspended and/or terminated.

III. **RELATED POLICIES:** Board Policy 0109, Conflict of Interest; Board Policy 4114, School Official Financial Disclosure; and Board Policy 4116, Conflict of Interest.



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- IV. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This Administrative Procedure originates with the Office of General Counsel and will be updated as needed.
- V. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 4160, dated March 10, 2005.
- VI. **EFFECTIVE DATE:** August 1, 2006.

Approved by:
John E. Deasy
Chief Executive Officer

Distribution: Lists 9, 10, and 11