

“Immediate family” means a person who is related by blood, marriage, civil union, or adoption.

Familial and Personal Relationships

No immediate family member of an employee or individual in a dating relationship with an employee will be denied employment with the District and no current employee will be denied a promotion, demotion or transfer solely on the basis of their relationship with a current District employee, except for the instances described below:

1. When an employee would directly or indirectly exercise supervisory, appointment, disciplinary action, or dismissal authority over an immediate family member or an individual with whom they have a dating relationship.
2. When one immediate family member or individual in a dating relationship would work on the same shift and at the same regular worksite; unless proper internal controls are approved and implemented by the District’s Human Resources Department.
3. When an employee may audit, verify, receive, or be entrusted with moneys received or handled by a member of the employee’s immediate family or individual with whom they have a dating relationship.
4. When an employee would have access to the District’s confidential information concerning a member of the employee’s immediate family or an individual with whom they have a dating relationship, including payroll and personnel records, unless such access may be restricted or monitored without hindering the employee’s ability to perform their job duties.

If marriage, civil union, or a dating relationship between employees causes a potential violation of this policy, one of the employees must secure employment in another department and/or worksite. If dbyees m n4i (d p)1(e)10 (m)-3 (pl)6 (oy)(a)-(003 a (3.9w.9 (a)9.9 (t)2

present when any student is consuming those substances; singling out a particular student for personal attention or friendship beyond the ordinary professional employee-student relationship; initiating or extending contact with a student beyond the school day or outside of class times for the employee's personal purposes; giving gifts or money to a student; exchanging interactions on social media; or romantic or intimate acts.

Rules and Responsibilities for All Employees

No District employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts with, or raises a reasonable question of conflict with the employee's duties and responsibilities in the school system. Employees are expected to perform the duties of the position to which they are assigned and to observe rules of conduct and ethical principles established by state law and District policies and regulations.

It shall be understood that all confidential information an employee is aware of as a result of District employment shall be kept strictly confidential. Employees shall not utilize information solely available to them through school or District sources to engage in any type of work outside the District. This includes information concerning potential customers, clients, or employers.

An employee shall not sell any books, instructional supplies, school apparatus, musical instruments, equipment, or other school supplies or materials, including athletic supplies, custodial or office supplies, to any student or to the parents/guardians/caregivers of a student who attends the school served by the employee unless prior approval has been obtained from the Board.

Employees shall observe rules of conduct established in law which specify that school employees shall not:

1. Disclose or use confidential information acquired in the course of their employment to further substantially their personal financial interests.
2. Accept a gift of substantial value or a substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in their position or which they know or should know is primarily for the purpose of rewarding them for action taken in which they exercised discretionary authority.
3. Engage in a substantial financial transaction for their private business purposes with a person whom they supervise.
4. Perform any action in which they have discretionary authority, which directly and substantially confers an economic benefit on a business or other undertaking in which they have a substantial financial interest or in which they are engaged as a counsel, consultant, representative, or agent.

Employees may not accept outside financial compensation for services rendered on behalf of the District. Any honorarium or compensation from an outside organization given to the employee representing the District must be returned to the District. However, if an employee uses personal time and is performing services as a private individual, honorarium or compensation may be retained by the individual. If an employee has a question about whether it is proper to accept a gift, honorarium, or other compensation or financial benefit, then the employee should contact the Human Resources Department for guidance on the matter.

It is permissible for an employee to receive:

1. An unsolicited item of trivial value.
2. A gift with a fair market value or aggregate actual cost of \$75 or less, or the current amount set and contemporaneously updated for inflation, which amount is identical to the amount of the gift limit under Section 3 of Article XXIX of the Colorado Constitution. This does not include gifts given by an individual who is a relative or personal friend of the employee on a special occasion.
2. A non-monetary award publicly presented by a nonprofit organization in recognition of public service.
3. Payment or reimbursement for actual and necessary expenditures for travel and subsistence for attendance at a convention or other meeting at which the employee is scheduled to participate.
4. Reimbursement for or acceptance of an opportunity to participate in a social function or meeting which is not extraordinary when viewed in light of the employee's position.
5. Items of perishable non-permanent value, including but not limited to meals, lodging or travel expenses.

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interest exists is not always straightforward. If an employee is not sure whether a course of action might create a conflict of interest within the meaning of this policy, the employee should avoid that course of action or present a written inquiry to the Human Resources Department.

Felony, Misdemeanor, and Other Potential Disqualifiers

if the results of the fingerprint-based or name-based criminal history record check disclose a conviction for certain felonies, as provided in law.

Unlawful Behavior Involving Children

The District may make an inquiry with the Colorado Department of Education concerning whether any current employee of the District has been convicted of, pled nolo contendere to, or received a deferred or suspended sentence or deferred prosecution for a felony or misdemeanor crime involving unlawful sexual behavior, an allegation of a sexual act involving a student who is eighteen years of age or older, regardless of whether the student consented to the sexual act, or unlawful behavior involving children. Disciplinary action, up to and including dismissal of employment, may be taken if the inquiry discloses information relevant to the employee's fitness for employment.

Possession of Deadly Weapons on District Property

The provisions of District Policy KFA – Public Conduct on District Property regarding public possession of deadly weapons on District property or in school buildings also shall apply to employees of the District. However, the restrictions shall not apply to employees who are required to carry or use deadly weapons in order to perform their necessary duties and functions.

Revised: September 1991
Revised: January 8, 1996
Revised by Board: May 28, 2024

CROSS REFERENCES:

DDA - Federal Procurement and Fiscal Requirements
DKC - Expense Authorization/Reimbursement (Mileage and Travel)