

ADMINISTRATIVE PROCEDURE

EMPLOYEE CONFLICT OF INTEREST

4160

Procedure No.

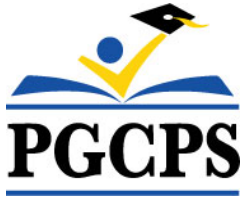
July 26, 2021

Date

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- 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. **POLICY:** The Board of Education believes that employees of the Prince George’s County Public Schools (PGCPS) should avoid conflict of interest with their employment or performance of duty with the Board and other outside interest. To that end, the following guidelines are provided. (Board Policy 4116)

 - III. **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 Office of the Chief of Staff for an interpretation who may, if necessary, consult with the Office of General Counsel. These requests should be sent to cos@pgcps.org
 - 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.
 3. An employee has a duty of loyalty to the school system. Employees cannot use information obtained in the course of their employment to advocate against the interest of Prince George’s County Public School. An employee may not serve in an advocacy role for Prince George’s County Public School students.



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B. Endorsement

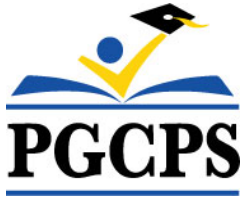
1. By virtue of an employee's position with, or through knowledge or skill gained from the school system, an employee shall neither endorse nor recommend:
 - a. A business firm or an individual for services they might render; or
 - b. A specific product.
2. As a part of officially assigned duties, staff may provide references on employees or services and items furnished to PGCPS.

C. Tutoring

1. Unless sponsored by PGCPS, employees shall not offer or provide paid tutoring on the public school property of PGCPS.
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 an assigned student of the employee as a result of the employee's contract with the board, or a student the employee taught in the immediately preceding school semester, unless through a program sponsored by PGCPS.

D. Supervision

A PGCPS 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.



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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, disciplinary action up to and including suspension and/or termination may result.

IV. MONITORING AND COMPLIANCE:

- Employees are expected to be knowledgeable about the requirements of this Administrative Procedure and ensure they are in compliance.
- The Office of the Chief of Staff is responsible for addressing questions that are directed to the office.

V. RELATED POLICIES:

- Board Policy 0107, Ethics Regulations;
- Board Policy 4114, School Official Financial Disclosure; and
- Board Policy 4116, Conflicts of Interest.

VI. MAINTENANCE AND UPDATE OF THESE PROCEDURES: This Administrative Procedure originates with the Office of the Chief of Staff and will be updated as needed.

VII. CANCELLATIONS AND SUPERSEDURES: This Administrative Procedure cancels and supersedes Administrative Procedure 4160, dated August 1, 2006.

VIII. EFFECTIVE DATE: July 26, 2021

Approved by:
Monica E. Goldson, Ed.D.
Chief Executive Officer

Distribution: Lists 9, 10, and 11