CONFLICT OF INTEREST

The Board of Education (the Board) is committed to avoiding any situation in which the existence of simultaneous, conflicting interests in any officer or employee may call into question the integrity of the management or operation of the Bethlehem Central School District (the District). Therefore:

No person employed by the District shall hire, supervise, evaluate, promote, review or discipline any other employee who is a member of the same immediate family. (Note: for the purpose of this policy, the “immediate family” is defined as husband, wife, domestic partner, mother, mother-in-law, stepmother, father, father-in-law, stepfather, son, son-in-law, stepson, daughter, daughter-in-law, stepdaughter, brother, brother-in-law, stepbrother, sister, sister-in-law, stepsister, grandmother, grandfather, grandchildren, any relative living as a member of an employee's household, etc.) In the event that marriage, promotion, or reorganization results in a situation not in compliance with this policy, reassignment or transfer will be effected, in accordance with the applicable provisions of any collective bargaining agreement, to correct the situation.

No person employed by the District shall negotiate or execute any contract on behalf of the District for the purchase, sale, or lease of real or personal property, or services of any nature, if an immediate family member is a party to the contract or a principal within a business that is a party to the contract.

No person employed by the District shall allow any matter, concern, or interest, personal, financial, or otherwise, to influence or interfere with the performance of his or her duties. Should such a matter, concern, or interest arise, the employee shall bring the matter to the attention of his or her supervisor to seek ways to reduce or eliminate the influence or interference.

The Board affirms its commitment to adhere scrupulously to all applicable provisions of law regarding material conflicts of interest.

Reporting Concerns

Each employee has a responsibility to disclose potential conflicts and any situation that might raise the inference of impropriety.

Any person who seeks to report a potential conflict of interest should contact a supervisor, the chief business and financial officer, the director of human resources, or the superintendent.

Once a potential conflict is brought to the attention of a supervisor, the chief business and financial officer, the director of human resources, or the superintendent, he or she shall maintain a written record evaluating the potential conflict and, where appropriate, the reasonable steps taken to minimize the risk of undue bias.

Penalties

In addition to any penalty contained in any other provision of law, any employee who shall knowingly and intentionally violate any of the provisions of the Board’s Conflict of Interest policy
may be fined, suspended, or removed from office or employment, as the case may be, in the manner provided by law.

Cross-ref: 2160, School District Officer and Employee Code of Ethics

Ref: Education Law §§ 410, 3016
General Municipal Law Art. 18, §§ 801-813
Labor Law §201-d
Dykeman v. Symonds, 54 AD2d 159 (4th Dep’t 1976)

Adoption date: November 3, 2010
Revised date: May 22, 2019