

Multnomah Education Service District

Code: **GBC**
Adopted: 9/20/94
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1/18/11
Reviewed:

Staff Member Ethics and Conflict of Interest

I. General Provisions

In the *conflict of interest context*, a “member of the household” means any person who resides with the employee and “relative” means:

1. The employee’s spouse or domestic partner;
2. Any children of the employee, or his/her spouse or domestic partner; and
3. Brothers, sisters, half-brothers, half-sisters, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, mothers-in-law, fathers-in-law, aunts, uncles, nieces, nephews, stepparents, stepchildren, or parents of the employee, or his/her spouse or domestic partner.

No MESD employee shall use his/her MESD position to obtain personal financial benefit or avoidance of financial detriment or financial gain or avoidance of financial detriment for relatives, household members or for any business with which the employee, household member or relative is associated.

This prohibition does not apply to any part of an official compensation package, honorarium allowed by ORS 244.042, reimbursement of expenses, or unsolicited awards of professional achievement. Further, this prohibition does not apply to gifts from sources without a legislative or administrative interest. It does not apply if the gift is under the \$50 gift limit from any source which has a legislative or administrative interest in any matter subject to the decision or vote of the MESD employee.

MESD employees will not engage in, or have a financial interest in, any activity that raises a potential or actual conflict of interest with their duties and responsibilities as staff members. This means that:

1. Employees will not use their position to obtain financial gain or avoid financial detriment stemming from their relationships with students, parents, staff, component school districts or state or federal agencies;
2. Any device, publication or any other item developed during the employee’s paid time shall be MESD property;
3. Employees will not further personal gain through the use of confidential information gained in the course of or by reason of position or activities in any way;
4. No MESD employee may serve as a MESD Board or budget committee member; and

5. An employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that he/she needs to fulfill the position's responsibilities; nor will an employee use any MESD facilities, equipment or materials in performing outside work unless as otherwise provided by the employee's collective bargaining agreement, Board policy EDC/KGF – Authorized Use of MESD Equipment and Materials, and such use is consistent with ORS Chapter 244; and
6. If an employee has a potential or actual conflict of interest, the employee must notify his/her supervisor in writing of the nature of the conflict and request that the supervisor resolve the issue giving rise to the conflict.

II. Recruitment

In order to avoid both potential and actual conflicts of interests, MESD employees must abide by the following rules when an employee's relative or member of the household is seeking and/or holds a position with MESD:

1. A MESD employee may not appoint, employ, promote, discharge, fire or demote or advocate for an employment decision for a relative or a member of the household, unless he/she complies with the conflict of interest requirements of ORS Chapter 244. This rule does not apply to employment decisions regarding an unpaid volunteer position, unless it is a Board-related or budget-committee-related position.
2. A MESD employee may not participate in any interview, discussion, or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative or a member of the household. An employee may still serve as a reference, provide a recommendation, or perform other acts that are part of the normal job functions of the employee.
3. More than one member of an employee's family may be hired as a regular MESD employee. In accordance with Oregon law, however, MESD may refuse to hire individuals, or may transfer current employees, in situations where an appointment would place one family member in a position of exercising supervisory, appointment or grievance adjustment authority over another member of the same family.

III. Gifts

MESD employees shall comply with the following rules involving gifts:

MESD employees may not solicit or accept a gift or gifts with an aggregate value in excess of \$50 from any single source in a calendar year that has a legislative or administrative interest in MESD. All gift related provisions apply to the MESD employee, relatives, and members of the household. The \$50 gift limit applies separately to the MESD employee, and to the MESD employee's relatives or members of household, meaning that the MESD employee and each member of the household and relative can accept up to \$50 each from the same source/gift giver.

1. “Gift” means something of economic value given to a MESD employee without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions.
2. “Relative” in the gift context means the spouse of the MESD employee; the domestic partner of the MESD employee; any children of the MESD employee or of the MESD employee’s spouse; siblings, spouses of siblings, and parents of an MESD employee or of the MESD employee’s spouse; any individual for whom the MESD employee has a legal support obligation; or any individual for whom the MESD employee provides benefits arising from the MESD employee’s public employment or from whom the MESD employee receives benefits arising from that individual’s employment.
3. “Member of the household” means any person who resides with the MESD employee.

Determining the Source of Gifts

It is the MESD employee’s personal responsibility to ensure that no single source provides gifts exceeding an aggregate value of \$50 in a calendar year, if the source has a legislative or administrative interest in any matter subject to the decision or vote of the MESD employee.

Determining Legislative and Administrative Interest

A legislative or administrative interest means an economic interest distinct from that of the general public, in any action subject to the decision or recommendation of a MESD employee.¹

Determining the Value of Gifts

The fair market value of the merchandise, goods, or services received will be used to determine benefit or value.

“Fair market value” is the dollar amount goods or services would bring if offered for sale by a person who desired, but was not obligated, to sell and purchased by one who is willing, but not obligated, to buy. Any portion of the price that was donated to charity, however, does not count toward the fair market value of the gift if the employee does not claim the charitable contribution on personal tax returns. Below are acceptable ways to calculate the fair market value of a gift:

1. In calculating the per person cost at receptions or meals the payer of the employee’s admission or meal shall include all costs other than any amount donated to a charity.

For example, a person with a legislative or administrative interest buys a table for a charitable dinner at \$100 per person. If the cost of the meal was \$25 and the amount donated to charity was \$75, the benefit conferred on the employee is \$25. This example requires that the employee does not claim the charitable contribution on personal tax returns.

¹For example, everyone within a county has a general interest in the fire department, but the person who sells the uniforms to the fire department has a legislative/administrative interest in the fire department that is distinct from the general public.

2. For receptions and meals with multiple attendees, but with no price established to attend, the source of the employee's meal or reception shall use reasonable methods to determine the per person value or benefit conferred. The following are deemed reasonable methods of calculating value or benefit conferred:
 - a. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons whom the payer reasonably expects to attend the reception or dinner;
 - b. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner; or
 - c. The source calculates the actual amount spent on the employee.
3. Upon request by the employee, the source shall give notice of the value of the merchandise, goods, or services received.
4. Attendance at receptions where the food or beverage is provided as an incidental part of the reception is permitted without regard to the fair market value of the food and beverage provided.

Value of Unsolicited Tokens or Awards: Resale Value

MESD employees may accept unsolicited tokens or awards that are engraved or are otherwise personalized items. Such items are deemed to have a resale value under \$25 (even if the personalized item cost the source more than \$50), unless the personalized item is made from gold or some other valuable material that would have value over \$25 as a raw material.

Entertainment

MESD employees shall not solicit or accept any gifts of entertainment over \$50 in value from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the MESD employee unless:

1. The entertainment is incidental to the main purpose of another event (i.e., a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a conference); or
2. The MESD employee is acting in his/her official capacity for a ceremonial purpose.

Entertainment is ceremonial when an employee appears at an entertainment event for a "ceremonial purpose" at the invitation of the source of the entertainment who requests the presence of the MESD employee at a special occasion associated with the entertainment. Examples of an appearance by a MESD employee at an entertainment event for a ceremonial purpose include: throwing the first pitch at a baseball game, appearing in a parade and ribbon cutting for an opening ceremony.

Exceptions

The following are exceptions to the ethics rules on gifts that apply to employees:

1. Gifts from “relatives” and “members of the household” are permitted in an unlimited amount; they are not considered gifts under the ethics rules.
2. Informational material, publications, or subscriptions related to the recipient’s performance of job duties and assignments are exempt.
3. Food, lodging, and travel generally count toward the \$50 aggregate amount per year from a single source with a legislative/administrative interest, with the following exceptions:
 - a. Organized Planned Events. MESD employees are permitted to accept payment for travel conducted in the MESD employee’s official capacity, for certain limited purposes:
 - (1) Reasonable expenses (i.e., food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meeting do not count toward the \$50 aggregate amount if:
 - (a) The MESD employee is scheduled to deliver a speech, make a presentation, participate on a panel, or represent MESD; and
 - (i) The giver is a unit of a:
 - a) Federal, state, or local government;
 - b) An Oregon or federally recognized Native American Tribe; or
 - c) Non-profit corporation.
 - (b) The MESD employee is representing MESD:
 - (i) On an officially sanctioned trade-promotion or fact-finding mission; or
 - (ii) Officially designated negotiations or economic development activities where receipt of the expenses is approved in advance by the superintendent.
 - (2) The purpose of this exception is to allow a MESD employee to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters as part of job duties and assignments. This exception to the gift definition does not authorize private meals where the participants engage in discussion.
4. Food or beverage, consumed at a reception, meal, or meeting if held by an organization and if the MESD employee is representing MESD.

“Reception” means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal.

5. Food or beverage consumed by a MESD employee acting within the scope of employment in the course of financial transactions between the public body and another entity described in ORS 244.020(5)(b)(I)(i).
6. Waiver or discount of registration expenses or materials provided to a MESD employee at a continuing education event that the MESD employee may attend to satisfy a professional licensing requirement.
7. A gift received by an MESD employee as a part of the usual or customary practice of the employee's private business, employment or position as a volunteer that bears no relationship to the employee's MESD employment.
8. Reasonable expenses paid to an MESD employee for accompanying students on an educational trip.

IV. Honoraria

A MESD employee may not solicit or receive, whether directly or indirectly, honoraria for the MESD employee or any member of the household of the MESD employee if the honoraria are solicited or received in connection with the job duties and assignments of the MESD employee.

The honoraria rules do not prohibit the solicitation or receipt of an honorarium or a certificate, plaque, commemorative token or other item with a value of \$50 or less; or the solicitation or receipt of an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the MESD employee.

V. Student Teacher Stipends

MESD employees may not receive direct compensation in any form from colleges or universities for mentoring student teachers. A college or university placing a student teacher in an MESD classroom shall make payment directly to MESD and include the name of the student teacher and supervising teacher. MESD will distribute these stipends to the mentoring teacher as part of the regular payroll process including applicable payroll deductions.

END OF POLICY

Legal Reference(s):

[ORS 244.010 to-244.400](#)

[ORS 260.005](#)

[ORS 294.311](#)

[ORS 294.336](#)

[ORS 332.016](#)

[ORS 659A.309](#)

[OAR 199-005-0003 to-199-020-0020](#)

[OAR 584-020-0040](#)

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS (2008).

MESD Policy Cross Reference(s):

AA - MESD Purpose and Goals

AD - Educational Philosophy

BBFA - Board Member Ethics and Conflict of Interest

DJG - Vendor Relations

DLC - Expense Reimbursements

EDC/KGF - Authorized Use of MESD Equipment and Materials

EDE - Acceptable Use of Electronic Network Services

GBI - Notices, Solicitations or Donations

GCQAB - Tutoring for Pay

IA/IAA - Instructional Goals

IGDK - Non-MESD Sponsored Study and Activities/Tours/Trips/ Competitions