



**Section: Personnel  
Staff Ethics/Conflict of Interest  
Board Approved: 8/2020**

## **Staff Ethics/Conflict of Interest**

Colorado Early Colleges (CEC) 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 CEC policies and regulations. No CEC employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts, or raises a reasonable question of conflict, with his or her duties and responsibilities to CEC. All confidential information an employee is privy to as a result of employment, such as information concerning potential customers, clients, or employers, shall be kept strictly confidential. In addition, employees shall not utilize information solely available to them through school sources to engage in any type of work outside of CEC.

An employee shall not sell any books, instructional supplies, musical instruments, equipment or other school supplies to any student, or to the parents/guardians of a student who attends the CEC school served by the employee, for personal financial gain unless prior approval has been obtained from the Chief Executive Administrator (CEA).

To avoid a conflict of interest, the CEC Governing Board discourages an employee from exercising direct supervisory, appointment, or dismissal authority, or any disciplinary action over a member of the employee's immediate family. For purposes of this policy, an employee's "immediate family" includes his or her spouse, partner in a civil union, children, parents, grandparents, grandchildren, and in-laws of the same relations as above. "Direct" supervision or evaluation is defined as immediate, first line, level or contact supervision, and written evaluation responsibilities. The CEA shall disclose to the Board any potential nepotism in hiring and supervision. The Board grants the CEA authority, after disclosure, to allow for exceptions to this policy when it is beneficial to the CEC Network and is supported by documentation, showing that the selection, promotion, or retention was based on employee qualifications. Any grievance may be addressed according to the Network Grievance Policy

In addition, an employee may not audit, verify, or be entrusted with moneys received or handled by a member of the employee's immediate family.

**Additional Legal References:**

*Constitution of Colorado, Article X, Section 13*

*C.R.S. 14-15-101*

*C.R.S. 22-63-204*

*C.R.S. 24-34-402(1) and (1)(h)*