

## Personnel - Certified/Non-Certified

### Conflict of Interest

Employees of the Ledyard Board of Education shall adhere to all Connecticut conflict of interest laws applicable to municipal employees. Additionally, District employees should refrain from engaging in conduct or actions that, although not in violation of Connecticut law, give the appearance of a conflict of interest, embarrass the District, or personally embarrass the employee.

For the purposes of this policy, an “**immediate family member**” includes a spouse, a domestic partner of a civil union, another person cohabitating with the person in a conjugal relationship that is not a legal marriage, children, an individual who fills or has filled the role of a parent, siblings, immediate in-laws, others considered to be members of the household and living under the same roof, or any person for whom a District employee is the primary caregiver.

Apparent or actual conflicts of interest may arise when hiring personnel or purchasing materials or services. To avoid any such appearances of impropriety, District employees are required to adhere to the following provisions:

1. If an immediate family member of a District employee, or another person otherwise related by blood or marriage to a District employee, is being considered for employment in the Ledyard Public Schools system, the District employee shall not participate in the hiring process and shall refrain from participating in discussion with and/or attempting to influence those staff members who are directly involved in making employment recommendations or decisions with regard to that person’s employment.
2. No District employee shall use his or her position in Ledyard Public Schools to unduly influence another staff member in making an employment or contractual decision.
3. No District employee shall have a direct or indirect pecuniary interest in a contract with the District. This prohibition includes directly furnishing any labor, services, equipment, or supplies to the District for compensation. This limitation does not, however, prohibit the District from contracting with corporations or businesses which employ or are associated with a District employee or their immediate family members, provided that the District employee declares, in writing, to the Superintendent and the Board his or her employment or association with such business or corporation, and/or that of an immediate family member, and refrains from discussing and otherwise attempting to influence any Board or District administrative action regarding the contract.
4. District employees shall not directly or indirectly solicit any gift, or accept or receive any gift, having a value of twenty-five dollars (\$25) or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could be reasonably inferred that the gift was intended to influence the District employee in the performance of his/her duties or was intended as a reward for any official action on his/her part.
5. District employees shall not give preferential treatment to any business or corporation that employs a Ledyard Town official or paid Town employee or in which any Town official or paid Town employee has a substantial financial interest.

6. District employees shall not use any information obtained as a consequence of their employment by Ledyard Public Schools for financial or other gain when such information is not available to the general public.

The above-noted conflict of interest rules are not intended to be a complete list of prohibited conduct or activity by District employees. District employees should be continually aware of any situation that might create actual or apparent conflicts of interest and, when such situations arise, inform the Superintendent, in writing, clarifying the District employee's association with the potential conflict of interest.

The Superintendent shall retain all correspondence related to potential or real conflicts of interest. Additionally, the Superintendent shall immediately inform the Board of any potential violations of this policy when such situations are first recognized.

**Related Policies:**

4112.8 / 4212.8 – Employment of Relatives  
9270 – Board Member Conflict of Interest

**Legal Reference:**

Connecticut General Statutes, Section 7-479 – Conflicts of interest.

Policy adopted: November 2, 1994  
Complete revision: May 3, 2006

LEDYARD PUBLIC SCHOOLS  
Ledyard, Connecticut