



602.6AP Conflict of Interest – Pecuniary Interest

ESTABLISHED: 2013.09.18 (2007.03.21)

AMENDED: 2020.01.13

REVIEWED: 2020.01.13

APPROVED: 2020.01.15

LEGAL REFERENCE

Education Act Section 85-91

CROSS REFERENCE:

- [602BP Financial Matters](#)

BACKGROUND:

Pecuniary interest for a trustee is regulated in the Education Act Section 85-91 as well as other sections, however no regulations are listed in that statute for employees of the Board. 402.1AP does exist for employees regarding conflict of interest in terms of nepotism and the potential for a conflict of interest.

GUIDELINES:

Failure to comply with the below procedure when a conflict of interest or pecuniary interest exists may result in disciplinary action, up to and including dismissal.

DEFINITIONS:

Pecuniary/Conflict of Interest – means a matter that could affect the employee or the employer if the employee of the employees immediate family monetarily – means a situation whenever the employee has loyalties to two different roles, that may have monetary compensation connected to them.

Primary Income Source – means the Board is the primary income source for all employees of the Board who are working on a permanent or seasonal basis.

Secondary Income – means that other job or investment participated in with the intent of providing additional income in a venture that may be a conflict of interest, except as an investor with less than 5%

of the voting share.

Influence – means a situation where an employee has authority or control over information presented to the public suppliers, or other departments or the Board on a decision or a monetary transaction being considered.

Immediate Family – means the employee's spouse, employee's children, parents of the employee or the parents of the employee's spouse.

Declaration of Pecuniary Interest:

1. An employee must make his/her supervisor and or the Superintendent aware of any secondary income that may cause a pecuniary interest for themselves or their immediate family within 14 days of this situation.
2. The supervisor shall consult with the Superintendent to confirm that restrictions, if any, are required by the employee – a letter of acknowledgement shall be provided to the employee, with a copy put in their personnel file outlining the pecuniary interest together with a notation on if or when their influence could be a conflict of interest and any restrictions that may apply regarding the particular matter.
3. Any employee, who has authority or influence over a decision or other information presented to the Board for a decision to be made, has an obligation to notify their supervisor of their need to decline participation in that process.
4. Transparency is required in order to protect employees and the Board; therefore employees are encouraged to err on the side of caution when deciding to disclose a matter.