



LINCOLN PUBLIC SCHOOLS
Lincoln, Massachusetts

Draft

CONFLICT OF INTEREST

To eliminate any possible question of impropriety in personnel practices and to avoid criticism of the Board, administration, or individuals involved, the following policy shall be followed:

1. No School Committee member shall hold any form of paid employment or significant responsibility with the Lincoln Public Schools.
2. No spouse, sibling, parent or child of a sitting School Committee member/Hanscom Representative, or Superintendent of Schools shall be considered for employment in the Lincoln Public Schools.
3. The same restriction as in item #2 shall apply to immediate family members of the administrators whose assignment would in any way fall under the jurisdiction or supervision of that administrator. For example, the spouse of a principal may not be employed for a vacancy in his/her school. Similarly, a child of the Administrator of Student Services may not be employed in any position in special education or in student services.
4. Two or more members of a family may be employed by the school district provided that no more than one member of a family is assigned to the same school, to the same principal, or to the same immediate supervisor as the one responsible for assigning duties and/or evaluating work performance. Nor will a person be in a position in which he or she will evaluate an immediate or closely related family member. When such family relationship is established after employment, a transfer will be effected at a subsequent date convenient to the school district.
5. The current assignment of close relatives, although such may be in conflict with this policy at the time of its adoption, may be continued if deemed in the best interest of the school district.
6. To eliminate any possible question of impropriety in fiscal matters, Committee members shall refrain from voting on contracts with, grants from or any other fiscal relationship with firms in which that Committee member has a financial interest.

The School Committee expects members of its professional staff to be familiar with the code of ethics that applies to their profession and to adhere to it in their relationships with students, parents/guardians, coworkers, and officials of the school district.

1. No employee of the Committee will engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his duties and responsibilities in the school district. Nor will any staff member engage in any type of private business during school time or on school property.

2. Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.
3. Every two years, all current employees, including School Committee members, must complete the State Ethics Commission's online training. New employees must complete this training within 30 days of beginning employment and every 2 years thereafter. Upon completing the program, employees should print out the completion certificate and keep a copy for themselves. Employees will be required to provide a copy of the completion certificate to the municipal or district Clerk through the Superintendent's office.

SOURCE: MASC September 2016

Approved at School Committee Meeting of February 29, 1988
Revised at School Committee Meeting of November 27, 1989



File: GBEA - STAFF ETHICS / CONFLICT OF INTEREST

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Moreover, as there should be no conflict of interest in the supervision and evaluation of employees, at no time may any administrator responsible for the supervision and/or evaluation of an employee be directly related to them.

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In order to avoid the appearance of any possible conflict, it is the policy of the School Committee that when an immediate family member, as defined in the Conflict of Interest statute, of a School Committee member or district administrator is to be hired into or promoted within the School District, the Superintendent shall file public notice with the School Committee and the Municipal or District Clerk at least two weeks prior to executing the hiring in accordance with the law.

SOURCE: MASC September 2016

LEGAL REFS.: M.G.L. [71:52](#); [268A:1](#) et seq.



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FILE:
BCB/GBEA

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4. Two or more members of a family may be employed by the school district provided that no more than one member of a family is assigned to the same school, to the same principal, or to the same immediate supervisor as the one responsible for assigning duties and/or evaluating work performance. Nor will a person be in a position in which he or she will evaluate an immediate or closely related family member. When such family relationship is established after employment, a transfer will be effected at a subsequent date convenient to the school district.
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