

Administrators Operating Guide is intended to supplement and define Board policies, serve as administrative regulations and official directives.

---

**TABLE OF CONTENTS, SECTION 18**

18.1 GENERAL POLICY STATEMENT

18.2 USE OF SCHOOL EQUIPMENT BY EMPLOYEES

18.3 REFERENCE MATERIALS - SALE BY PERSONNEL

Administrators Operating Guide is intended to supplement and define Board policies, serve as administrative regulations and official directives.

---

Authority: DBD (Legal), DBD (Local)

### **18.1 GENERAL POLICY STATEMENT**

No Board member or District employee shall, in his capacity as such officer or employee, make or participate in the making of a contract with any person, corporation, partnership, trust, or association by which he is employed, or in whose business he has a pecuniary interest, direct or indirect. A Board member or District employee does not make or participate in the making of a contract if he abstains from any action in regard to the contract.

This section shall not apply to the following:

1. Contracts let after competitive bids have been received pursuant to published notice
2. Contracts for property or services for which the price or rate is fixed by law

Any District employee who violates this policy shall be subject to appropriate disciplinary measures, including discharge from District employment.

No District employee who, by reason of his/her employment, purchases or influences the purchase of goods and services for the District, may accept gifts of personal or other property, gratuities, concessions, commissions or accommodations from any vendor of such goods and services to the District.

An employee who violates this policy shall be subject to appropriate disciplinary measures, including suspension, discharge from District employment, or criminal prosecution.

Vendors who violate this policy shall immediately have their names removed from the approved vendor list.

Professional personnel will not use their position to promote any product or service for profit.

***See Conflict of Interest Regulations/Statements on the following two pages.***

Administrators Operating Guide is intended to supplement and define Board policies, serve as administrative regulations and official directives.

---

Authority: DBD (Legal), DBD (Local)

**18.1 GENERAL POLICY STATEMENT, continued**

Tyler ISD

**EMPLOYMENT REQUIREMENTS AND RESTRICTIONS:  
CONFLICT OF INTEREST**

**DBD  
(EXHIBIT)**

Employees are required to disclose to their supervisor any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the District. This includes the following:

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Nonschool employment

If any potential conflict of interest exists, the employee should complete the [Disclosure of Potential Conflict of Interest](#) form. This form is available on Financial Services website, Forms & Reports, Employee Forms. After the employee and supervisor sign the form, it is forwarded to the Assistant Superintendent of Finance & Operations who will distribute copies to Internal Audit, Purchasing, and Human Resources.

Administrators Operating Guide is intended to supplement and define Board policies, serve as administrative regulations and official directives.

---

## **18.2 USE OF SCHOOL EQUIPMENT BY EMPLOYEES**

Employee use of equipment owned by the TISD is prohibited unless its use is directly related to the program or the school activities as determined by the Superintendent's Advisory Council, or designee, who is responsible for all facilities and equipment.

Administrators Operating Guide is intended to supplement and define Board policies, serve as administrative regulations and official directives.

---

### **18.3 REFERENCE MATERIALS - SALE BY PERSONNEL**

Teachers should not attempt to sell reference books or other materials in the attendance area of the school where they teach.