



Workplace Conflict of Interest Form

Referral Guidelines

1. Employees who have an actual or potential conflict of interest in performing their duties for the district have an obligation to ascertain and, if necessary, disclose the conflict in writing in a timely fashion.
2. An employee will not exercise direct control over another employee who is a family member. An employee has direct control over a family member if the employee is in the direct line of authority, no matter how far removed, to make or participate in the decision regarding the family member, including employment, compensation, discipline, assignments, supervision, and other working conditions.
3. Employees who are family members will not work in the same school or department. An exception may be approved by the Superintendent if it is determined that the risks presented by conflict are not significant.

Candidate/Employee Information

Candidate Name: _____ Date: _____
Position Referred For: _____ School/Department: _____
Family Member: _____ Relationship: _____
Job Title: _____ School/Department: _____
School/Department E-Mail Address: _____ Phone No: _____

Will either candidate or employee have supervisory duties or direct influence over the other relative's employment, promotion, salary administration, or other related management or personnel considerations or any other violations of Governing Board Policy GBCA?

Why this candidate is qualified for this position:

Principal/Supervisor Signature: _____

Superintendent's Signature: _____ Date: _____

For Human Resources Use Only

Date Received: _____ Hired: _____