HUMAN RESOURCES

Conflict of Interest

Employees shall not allow themselves to be placed in a position where a conflict of interest might arise, or might justifiably be suspected, by reason of the acceptance of entertainment, gifts, or favors of any kind (no matter how innocently tendered or received), by any other action which would result in the employee’s financial profit or which could influence or be interpreted as influencing the strict impartiality that must prevail in all business relationships when the public interest is involved.

In any case when an employee has any personal interest in any business entity, corporation, or partnership (transacting or contemplating transacting business with the Prince William County School Board), personal interest in a contract or personal interest in a transaction, that person is disqualified from having any dealings of any kind for, or on behalf of, the Prince William County School Board with such business entity. In such cases, it is the duty of the employee concerned to notify their superior of the facts and request to be relieved of their responsibility in that particular case.

Favoritism shall not be extended to any vendors.

In any case where an employee has any personal interest in any business entity, corporation, or partnership (transacting or contemplating transacting business with the Prince William County School Board), personal interest in a contract, or personal interest in a transaction having any business dealings of any kind with the Prince William County School Board, the employee must adhere to the following:

I. Comply with all applicable requirements of the “Code of Virginia.”

II. Provide full, prior disclosure of the potential conflict of interest:

   A. File a copy of the public disclosure with the Prince William County School Board.

   B. Include an additional copy of the disclosure notice with each contract or business transaction.

III. Comply fully with the purchasing regulations prescribed by the Commonwealth of Virginia and the Prince William County School Board.
IV. Insure the proposed transaction in no way affects or is in any way related to the employee’s contractual duties with the Prince William County School Board.

The State and Local Government Conflict of Interest Act does not prohibit a school board employee from accepting an award or payment in honor of meritorious or exceptional services.

V. Conflict of Interest

Recognizing that our system of representative government is dependent, in part, in its citizens maintaining the highest trust in their public officers and employees, School Board members and Prince William County Public Schools employees are subject to the provisions of the State and Local Government Conflict of Interest Act and the Virginia Public Procurement Act (VPPA) Ethics in Public Contracting. In addition, the School Board holds its members and employees to a high level of integrity and expects them to take reasonable measures to avoid the appearance of impropriety in situations where their personal and economic interests may conflict with their official responsibilities.

All School Board members and employees must be familiar with and comply with all provisions of the law and School Board requirements regarding actual or potential conflicts of interest, as summarized in Regulation 503.04-1, Conflicts of Interest, and all other related School Board policies and regulations.

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this policy.

This policy and any related regulations shall be reviewed at least every five years and revised as needed.

The Associate Superintendent for Human Resources (or designee) is responsible for reviewing this policy in 2018.
Legal References:

Virginia State and Local Government Conflict of Interests Act, Virginia Code §§ 2.2-3100, et seq.
State and Local Government Conflict of Interests Act, Title 2.1, Chapter 40.1 (§§ 2.1-639.1 et seq.)

Ethics in Public Contracting, Title 11, Chapter 7, Article 4 (§§ 11-72 et seq.), Virginia Code §§ 2.2-4367, et seq.

Adopted: May 2, 2001
Reviewed/Revised: September 9, 2015

PRINCE WILLIAM COUNTY SCHOOL BOARD