



Uwharrie Charter Academy Standard Operating Procedure (SOP)	
Issued: 5/23/22	Revised:
SUBJECT: Conflict of Interest for Profit	

Background: Employees are expected to avoid engaging in any conduct that creates or gives the appearance to the public of creating a conflict of interest with their job responsibilities. Employees shall not engage in or have a financial interest, directly or indirectly, in any activity that conflicts with duties and responsibilities in the school system. With that said, UCA employees should not profit from UCA facilities or resources without a binding contract for services and providing the school with the necessary insurance/liability documents. Although conflicts of interest are not limited to those described in this SOP, at a minimum employees must comply with the board directives established below. In addition, employees engaged directly or indirectly in the school system’s procurement, purchasing, and/or contracting process must comply with SOP.

Purpose: The purpose of this policy is to observe UCA policies regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety. It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

Procedure for Facilities/Resources Rental:

1. A school member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom from school resources unless otherwise contracted by the school.
2. A school member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used.

3. A school member may rent space in a public facility at a rate commensurate with that paid by other members of the public.
4. If a school member rents or uses school property or resources, the school is NOT responsible for any liability of injuries or damages. Moreover, the renter is responsible for providing the school with the proper insurance and written agreement prior to any use.

An Employee Shall Not:

1. An employee is involved in making a contract if he or she participates in the development of specifications or terms of the contract or participates in the preparation or award of the contract. An employee derives a direct benefit from a contract if the employee or his or her spouse does any of the following: (1) has more than a 10 percent ownership or other interest in an entity that is a party to the contract; (2) derives any income or commission directly from the contract; or (3) acquires property under the contract. An exception is allowed for employment contracts between the board and the spouse of the superintendent if approved by the board in an open session meeting.
2. No employee may solicit or accept trips, meals, favors, or other gifts or items of monetary value from any other person or group desiring to do or doing business with the school system, unless such gifts are of nominal value (\$50 or less) and (1) are instructional products or advertising items that are widely distributed; (2) are honorariums for participating in a meeting; (3) are meals served at a banquet; or (4) are approved for receipt by the superintendent or designee. These exceptions for gifts of nominal value do not apply to employees involved in purchasing and procurement activities.
3. No employee may solicit for payment when a parent wishes to hire a professional employee to tutor a student. Additionally, the employee may not tutor any student taught by that employee in the current school year; may not tutor students on the school campus as a private paid tutor, and may not solicit or advertise services as a private tutor through the school or school district through any communications means.

Procedure for General Operations:

1. Submit the completed application, certificate of insurance, and full payment (in the form of a check to the Assistant Superintendent. Applicants must receive approval from the school-site principal or designee in order to be considered for district/contractual approval. Assistant Superintendent approval indicates only that the requested facility is available at the date and time requested. It is also necessary for each application to receive district approval.

2. No monies will be collected from any resource until approval has been granted to use UCA facilities, regardless of whom they have communicated with (see UCA Facilities/Resources Rental Agreement).

NOTE: The responsibility for the determination of injuries and potential injuries for any person involved in the accident rests with the highest appropriately trained on-scene EMS personnel.

Procedure for District Representative:

1. Review dates of request for availability.
2. Review application/contract between parties.
3. Review insurance and liability policies.
4. Review fees and services associated with the application.