



Provo City School District
Policy Series 5000: Personnel

5250 F1

Conflict of Interest Declaration (for outside employment similar / related to district employment, or that could interfere with district work hours.)

Name: _____ Date: _____

This form may only be used after the employee has read and understood Utah effective Teaching Standards, Standard 10, Professional and Ethical Behavior.

Employee Statement:

Current Position: _____ Title: _____

Supervisor: _____ Hours Per Week: _____

Duties: _____

Outside Activity:

Volunteer: _____ Employed: _____ Organization: _____

Position: _____ Hours Worked: _____

Expected Duration of Employment/Volunteer Activity: _____

Duties: _____

Please read the Conflict of Interest Criteria and explain in detail how you will avoid a conflict of interest: _____

Certification: (to be completed for secondary employment authorization by all parties listed below)

I have read Utah effective Teaching Standards, Standard 10, Professional and Ethical Behavior and believe that: (check one)

_____ My outside activity does not constitute a conflict-of interest.

_____ My outside activity may constitute a conflict but request review/approval.

Employee Signature

Date

(Print on Back of Form)

Supervisor Action:

Approved: _____ Denied: _____ Referred: _____

After Supervisor checks off the "Action," supervisor must then forward this Declaration and Certification to the Deputy Superintendent for final review.

Supervisor Signature

Date

Deputy Superintendent Action:

Approved: _____ Denied: _____ Conditional Approval: _____

If "Conditional Approval" checked, terms of approval are: _____

Deputy Superintendent Signature

Date

(Copy to employee and Human Resources)

Adopted: November 12, 2013