

Solicitation by Employees

Accounting Standard:

Paulding County School District follows the Georgia Professional Standards Commission code of ethics which states, "An educator shall abide by federal, state, and local laws and statutes." It is the practice of the Paulding County Board of Education that Paulding County School District employees abide by all federal, state, and local laws and uphold professional standards for behavior.

"District employees" include both certified and classified employees.

The Georgia Professional Standards Commission is empowered by Georgia Code § 20-2-984.1 to adopt a Code of Ethics. The Code of Ethics for Educators (505-6-.01) includes Standard 6: Remunerative Conduct, which states:

"An educator shall maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes but is not limited to:

1. soliciting students or parents of students, or school or LUA/school district personnel, to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local board of education/governing board or authorized designee."

Please note, for the purposes of this standard, solicitation includes any attempt to engage in commerce with the District, either actively or passively, and regardless of who initiates the solicitation.

Requests:

Requests for approval are managed through the Procurement Department and should be submitted in writing, with all relevant information, including:

- Business name and contact information
- Description of goods and/or services to be solicited
- Desired locations
- Desired term (for example, school year 2018-19 or perpetual)

Requests should be sent to purchasing@paulding.k12.ga.us

Vendor Status:

The business entity must be an established vendor and in good standing with the District. The Procurement Department will facilitate this process.

All vendors must complete a new vendor application as a part of this approval process.

Approval:

With approval, the following guidelines must be followed:

- All District policies, guidelines, standards, and procedures must be followed. Including, but not limited to:
 - Acceptable use of technology and internet access
 - Procurement-related policies, standards, and procedures
- Specifically, employees may not solicit:
 - their own company(s), including companies owned/operated by family members, including spouses, children, parents or other, living within the same household.
 - the students, parents or staff of a school or facility where they routinely work (given the risk of violating one of the items below);
 - during work time;
 - using District resources;
 - if doing so causes a disruption or impedes the normal operation of the District;
 - if doing so creates a conflict of interest;
 - for any purpose other than those specifically approved; and
 - beyond the period specifically approved
- If employees have questions regarding the boundaries of their approval, they must seek clarification before soliciting.

Even if approved to solicit, employees should understand the inherent risk of soliciting at their place of work and recognized the potential for actual or perceived financial mismanagement.

Types of financial mismanagement include, but are not limited to:

Fraud: A false representation of a matter of fact, whether by words or by conduct, or by concealment of that which should have been disclosed, that is used for the purpose of misappropriating property and/or monetary funds from federal, state, and/or local resources.

Waste: Thoughtless or careless expenditure, consumption, mismanagement, use, or squandering of federal, state, and/or local resources. Waste also includes incurring unnecessary costs as a result of inefficient or ineffective practices, systems, or controls.

Abuse: Excessive or improper use of resources or employing resources in a manner contrary to the natural or legal rules for their use. Abuse also includes intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources; extravagant or excessive use as to abuse one's position or authority.

Corruption: A form of dishonest or unethical conduct by a person entrusted with a position of authority, often to acquire personal benefit. Corruption may include many activities, including bribery and embezzlement.

Solicitation by Employees Approval Request

Employee Name: _____

School/Facility where currently employed: _____

Business name and contact information:

Description of goods and/or services to be solicited:

Desired location(s) within the Paulding County School District:

Desired term (for example, school year 2020-2021 or perpetual):

Please sign below acknowledging that you have received and read a copy of the PCSD
Solicitation by Employees Accounting Policy:

Printed Name: _____

Signature: _____

Date: _____

For Central Office Use Only:

Chief Financial Officer Approval:

Signature: _____

Date: _____

Vendor Number: _____