



EDINBURG CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
Edinburg, Texas 78541

REQUEST FOR OUTSIDE EMPLOYMENT

TO: Dr. René Gutiérrez
Superintendent of Schools

Pursuant to ECISD School Board Policy DBD (Local), I _____,

Employee ID No. _____, do hereby request permission to accept outside
employment as _____ with _____.

I can assure you that this outside employment will not interfere with my regular position as
_____ at _____.

Thank you for your consideration.

PLEASE NOTE: ECISD Employees should not wear district uniforms during
outside employment. ECISD Police Officers should not wear
the district's uniforms or represent themselves as employees
of the district as stated in our policy and procedure manual
under Special Orders, Section 4.2.

Employee's Signature

Date

APPROVED BY:

Supervisor

Date

Superintendent of Schools

Date

RG/m

Revised: June 2013

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CONFLICT OF INTEREST

DBD
(LOCAL)

DISCLOSURE — GENERAL STANDARD	An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.
SPECIFIC DISCLOSURES SUBSTANTIAL INTEREST	<p>The Superintendent shall file an affidavit with the Board President disclosing a substantial interest, as defined by Local Government Code 171.002, in any business or real property that the Superintendent or any of his or her relatives in the first degree may have.</p> <p>Any other employee who is in a position to affect a financial decision involving any business entity or real property in which the employee has a substantial interest, as defined by Local Government Code 171.002, shall file an affidavit with the Superintendent; however, the employee shall not be required to file an affidavit for the substantial interest of a relative.</p>
INTEREST IN PROPERTY	The Superintendent shall be required to file an affidavit disclosing interest in property in accordance with Government Code 553.002.
CONFLICTS DISCLOSURE STATEMENT	No employee other than the Superintendent shall be required to file the conflicts disclosure statement, as promulgated by the Texas Ethics Commission and as specified by Local Government Code 176.003–.004.
ANNUAL FINANCIAL MANAGEMENT REPORT	<p>The Superintendent, as the executive officer of the District, shall provide to the District in a timely manner information necessary for the District's annual financial management report.</p> <p>[See BBFA]</p>
GIFTS	An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities. [See CAA]
ENDORSEMENTS	An employee shall not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the District employee during nonschool hours. No employee shall require students to purchase a specific brand of school supplies if other brands are equal and suitable for the intended instructional purpose.
SALES	An employee shall not use his or her position with the District to attempt to sell products or services.
NONSCHOOL EMPLOYMENT	An employee shall disclose in writing to his or her immediate supervisor any outside employment that in any way creates a poten-

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tial conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.

PRIVATE TUTORING An employee shall disclose in writing to his or her immediate supervisor any private tutoring of District students for pay.