

CONFLICT OF INTEREST CODE**6203.01****1. PURPOSE**

This Conflict of Interest Code is adopted by the Board of Trustees of the Anaheim Union High School District to be consistent with the requirements and provisions of the Political Reform Act of 1974 (Government Code 87300, et. Seq.).

2. DESIGNATED POSITIONS

The positions listed on Exhibit "A" are designated positions. Officers, employees, and consultants holding these designated positions are "designated employees" for the purposes of the Act and this Code. Such "employees" hold positions, which involve the making, or participation in the making, of decisions, which may foreseeably have a material effect on a "financial interest".

3. DISCLOSURE STATEMENTS

Designated positions are assigned to one or more of the disclosure categories set forth in Exhibit "B". Each employee holding a designated position shall file statements disclosing that employee's interest in investments, real property, income, and outside employment positions to the extent that the same is reportable under the category to which the employee's position is assigned on Exhibit "B".

4. PLACE AND TIME OF FILING OF DISCLOSURE STATEMENTS**A. Place of Filing**

All designated employees required to submit a statement of financial interest (disclosure statement) shall file the original with the Secretary to the Board of Trustees, Anaheim Union High School District, 501 Crescent Way, Anaheim, California 92801. In the case of statements filed by members of the Board of Trustees, the secretary shall upon receipt of each said statement, make and retain a copy and forward the original to the Clerk of the Board of Supervisors, County of Orange. Such reports are public records and available for public inspection and reproduction during business hours. Such reports must be kept on file in accordance with Government Code 81009.

B. Date of Filing

1. Each designated employee shall file an annual statement during the month of March each year. The annual statement shall cover the period of January 1 to December 31 of the preceding year.
2. Each employee appointed, employed, promoted, or transferred to designated positions shall file initial statements within 30 days after the date of appointment, employment, promotion, or transfer.
3. All designated employees, including governing board members, personnel commissioners, and consultants holding designated positions, shall file an initial statement within 30 days after assuming office, or employment, or, if subject to confirmation, 10 days after being confirmed, unless an earlier assumption of office is required by emergency circumstances.
4. Any designated employee whose employment with the Anaheim Union High School District is terminated, voluntarily or involuntarily, shall, within 30 days after the last date of employment, file a final statement covering the period between the closing date of his or her last previous statement and his or her last date of employment.
5. A designated employee required to file a statement of financial interest with any other agency, which is within the same territorial jurisdiction, may comply with the provisions of this code by filing a duplicate copy of the statement filed with the other agency, in lieu of an entirely separate document, if the disclosure requirements are identical.

5. CONTENTS OF DISCLOSURE STATEMENTS

Disclosure statements shall be made on forms supplied by the Anaheim Union High School District and shall contain the following information:

A. Contents of Investment and Real Property Interests

Where an investment or interest in real property is to be disclosed, the statement shall contain:

1. A statement of the nature of the investment of interest.
2. If the property is held in the name of a business entity, the name of the business entity and a general description of the business activity in which the entity is engaged.
3. The address or other precise location of the real property.
4. A statement as to whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000), but does not exceed ten thousand dollars (\$10,000), and whether it exceeds ten thousand dollars (\$10,000), but does not exceed one hundred thousand dollars (\$100,000), or whether it exceeds one hundred thousand dollars (\$100,000), but does not exceed one million dollars (\$1,000,000), or whether it exceeds one million dollars (\$1,000,000). This information need not be provided with respect to an interest in real property, which is used principally as the residence of the filer.
5. If the property or investment was partially, or wholly, acquired or disposed of during the period covered by the statement, the date of acquisition or disposal.

B. Contents of Personal Income Reports

When personal income is required to be reported, the statement shall contain:

1. The name and address of each source of income aggregating \$500.00 or more in value, or \$50.00 or more in value, if the income was a gift, and a general description of the business activity, if any, of each source.
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was at least five hundred dollars (\$500), but did not exceed one thousand dollars (\$1,000), whether it was in excess of one thousand dollars (\$1,000), but was not greater than ten thousand dollars (\$10,000), or whether it was in excess of ten thousand dollars (\$10,000), but was not greater than one hundred thousand dollars (\$100,000), or whether it was greater than one hundred thousand dollars (\$100,000).

3. A description of the consideration, if any, for which the income was received.
4. In the case of a gift, the name and address of the donor and the amount and the date on which the gift was received.

C. Contents of Business Entity Income Reports

When income of a business entity, including income of a sole proprietorship, is required to be reported, the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity.
2. The name of every person from which the business entity received payments, if the filer's pro rata share of gross receipts from such person was equal to, or greater than, \$10,000.00 during a calendar year.

D. Initial Statements

The initial statement filed by an employee employed, appointed, elected, transferred, or promoted to a designated position shall disclose any reportable investments and interests in real property held on the effective date of this code, or on the date of employment, appointment, election, transfer, or promotion, whichever is later. Initial statements filed pursuant to this code shall report all income for the twelve-month period preceding the date on which the statement is filed.

6. PROHIBITION

No member, officer, employee, or consultant of the Anaheim Union High School District or members of its advisory boards or commissions whether or not occupying a designated position shall vote on a matter, appoint a person, or obligate the district or any of its boards or commissions, nor shall s/he negotiate, conduct research or investigations, prepare any report, analysis, or opinion, which includes an evaluation or recommendation, nor participate in any discussions or debates, nor advise or make recommendations concerning any vote, appointment, or obligations, or in any way further or promote any decision before the Board of Trustees of the Anaheim Union High School District or any of its boards or commissions, if it is reasonably foreseeable that any of these activities will have a material financial effect on any business entity or real

property in which s/he has an interest or investment worth more than one thousand dollars (\$1,000.00) or in any business entity in which s/he is an officer, partner, trustee, or employee, or holds any position of management, or on any source of income aggregating two hundred fifty dollars (\$250.00), or more in value received by, or promised to him/her within twelve (12) months prior to the time of engaging in any of the aforementioned activities, unless the financial effect on the public official is the same as the financial effect on the general public or any significant segment thereof. No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made, after first having disclosed his or her interest.

Board of Trustees

June 23, 1978

Revised: April 19, 1990

Revised: June 18, 1992

Revised: August 1994

Revised: March 1995

Revised: October 1998

Revised: January 2003

Revised: November 2006

Revised: August 2008

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DESIGNATED POSITIONS

POSITION	1	2	3	4	5	6
Governing Board, Superintendent and Staff Assistants						
Members of the Board of Trustees	x	x	x	x	x	x
Superintendent	x	x	x	x	x	x
Public Information Officer (PIO) Manager (PIM)	x	x	x	x	x	x
Personnel Commission and Staff:						
Members of the Personnel Commission	x					
Executive Director, Classified Personnel	x	x	x		x	x
Citizens' Oversight Committee Members:	x					
Facilities:						
Deputy Superintendent/Chief Facilities Officer	x	x	x	x	x	x
Director, Maintenance and Operations	x	x	x		x	x
Director, Facilities and Planning	x	x	x		x	x
Director, Construction	x	x	x		x	x
Director, Stadium and Building Inspection	x	x	x			
Director, Information Systems	x	x	x			
Buyer		x	x	x		
Education:						
Assistant Superintendent, Education	x	x	x	x	x	x
Director, Special Programs	x	x	x	x		
Director, Special Youth Services	x	x	x	x	x	
Counsel, Special Education	x	x	x	x	x	x
Director, Instructional Services	x	x	x	x		
Business Services:						
Assistant Superintendent, Business	x	x	x	x	x	x
Controller	x	x	x		x	
Director, Business Operations	x		x		x	x
Director, Food Services	x	x	x		x	
Director, Purchasing/Warehouse	x	x	x	x	x	x
Director, Transportation/Garage	x	x	x			x
Director, Publications	x		x			
Risk Manager	x	x	x		x	x
Buyer		x	x	x		
Purchasing Clerks		x	x	x		
Supervisor, Warehouse		x	x			
Senior Warehouseman		x	x			
Warehouseman		x	x			
Administration:						
Assistant Superintendent, Administration	x	x	x	x	x	x
Program Administrator, Safe Schools	x	x	x		x	
Director, District Athletics	x	x	x			
Staff Specialist – Clinical Social Worker	x					
Staff Specialist – DATE Program	x					
Justice Program Specialist	x					
Human Resources:						
Assistant Superintendent, Human Resources	x	x	x	x	x	x
Director, Certificated Personnel	x	x	x		x	x

Exhibit A

Category 1:

- (a) Interests in real property which is located in whole or in part either (1) within the boundaries of the district, or (2) within two miles of the boundaries of the district, including any leasehold, beneficial, or ownership interest or option to acquire such interest in real property if the fair market value of the interest is greater than \$2,000.00.

(Interests in real property of an individual include a business entity's share of interest in real property of any business entity or trust in which the designated employee or his or her spouse owns directly, indirectly, or beneficially, a ten percent interest or greater.)

- (b) Investments in, income from, or outside employment positions with business entities which are contractors or subcontractors which are or have been within the previous two-year period engaged in the performance of building construction or design within the district.

- (c) Investments in, income from, or outside employment positions with persons or business entities engaged in the acquisition or disposal of real property within the jurisdiction.

(Investments include any financial interest in or security issued by a business entity, including, but not limited to common stock, preferred stock, rights, warrants, options, debt instruments, and any partnership interest or other ownership interest.)

(Investments of any individual include a pro rata share of investments of any business entity or trust in which the designated employee or his or her spouse owns directly, indirectly, or beneficially, a ten percent interest or greater.)

(Investments do not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency.)

(No investment or interest in real property is reportable unless its fair market value exceeds \$2,000.00. No source of income is reportable unless the income received by or promised to the public official aggregates \$500.00 in value during the preceding twelve-month reporting period or for gifts aggregating less than \$50.00 or for travel payments, advances and reimbursements (other than from employer) aggregating less than \$50.00.)

Exhibit B

Category 2:

Investments in or income from business entities which manufacture, distribute, retail, or sell supplies, books, machinery, parts, or equipment of the type utilized, or foreseeably procured, by the department in which the designated employee is assigned and employed. The definitions and explanations of terms set forth parenthetically in Category 1, above, are incorporated by reference herein.

Category 3:

Investments in or income from business entities which are contractors, subcontractors, or consultants engaged in the performance of work or services of the type utilized, or foreseeably procured, by the department in which the designated employee is assigned and employed. The definitions and explanations of terms set forth parenthetically in Category 1, above, are incorporated by reference herein.

Category 4:

Investments in or income from business entities which are, or foreseeably may be, engaged in providing education and training for special education pupils residing within the Anaheim Union High School District at the expense of, or through, the Anaheim Union High School District wherein public funds pay all, or a part of, said costs. The definitions and explanations of terms set forth parenthetically in Category 1, above, are incorporated by reference herein.

Category 5:

Investments in or income from business entities, which are, or foreseeably may be, engaged in the provision of legal services for the Anaheim Union High School District. The definitions and explanations of terms set forth parenthetically in Category 1, above, are incorporated by reference herein.

Category 6:

Investments in or income from business entities which are, or foreseeably may be, engaged in the provision of medical, or hospital, or allied services to employees of the Anaheim Union High School District for and on account of job-connected injuries and disabilities. The definitions and explanations of terms set forth parenthetically in Category 1, above, are incorporated by reference herein.

Exhibit B