

**SAN FRANCISCO COMMUNITY COLLEGE  
DISTRICT POLICY MANUAL**

<b>Title:</b> <b>CONFLICT OF INTEREST</b>	<b>Number:</b> <b>BP 1.19</b>
<b>Legal Authority:</b> <b>California Government Code Section 87100 et seq. and the conflict of interest provisions under the Political Reform Act</b>	<b>Related to</b> <b>CCLC BP 2710</b>

No trustee, officer, or employee shall make, or in any way attempt to use their official position to influence a District decision in which they have an economic interest. An employee with an economic interest as defined below, or other conflict of interest, shall notify their supervisor and abstain from participating in the decision or activity related to the decision.

A District decision is defined as follows:

- When a trustee, officer, or employee votes on a matter, appoints a person, approves a rate, rule or regulation, adopts or enforces a policy or law, or makes a determination not to act with regard to the foregoing.
- When a trustee, officer, or employee obligates or commits their agency to any course of action, including decisions to issue, deny, suspend or revoke any permit, license application or authorization; grant District approval to a plan, design, report or study; or, adopt policies, standards or guidelines for the District.
- When a trustee, officer, or employee participates in the making of a District decision or influences a District decision by giving advice, making recommendations, or otherwise communicating with a decision maker.

An economic interest is defined as follows:

- Economic interests in business entities, either as an investor, partner, officer or manager.
- Economic interests in real property: investing \$2,000 or more in real property, including those held by a spouse or registered domestic partner.
- Economic interests in sources of income to a trustee, officer, or employee, who receive \$500 or more in income from one source within 12 months prior to the District decision.
- Economic interests in sources of gifts to a public official.
- Economic interests in a business entity for which the trustee, officer, or employee is an officer, director, employee, or holds a business position irrespective of having an investment or receiving income from the entity.

<b>Recommended by Participatory Governance Council: May 4, 2023</b>	<b>Page 1 of 2</b>
<b>Approved by Board of Trustees: August 24, 2023</b>	

- Economic interest in personal financing and those of their immediate family where the District decision results in the personal expenses, income assets or liabilities of the trustee, officer, or employee or their immediate family increasing or decreasing.

The Chancellor shall establish an Administrative Procedure designating the Board of Trustees and a list of designated employee positions required to file Statements of Economic Interest specifying the categories of economic interests that must be reported.