

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: **3000**
CATEGORY: **Business & Non-Instructional
Operations**
POLICY CODE: **3542.22/Food Service
Personnel – Code of Conduct**

FOOD SERVICE PERSONNEL – CODE OF CONDUCT

Policy Statement

In all applicable cases, food, food products, supplies, and equipment purchased with school food service funds shall be procured in accordance with the process and procedures established in District policies and in a manner that provides full and open competition consistent with the standards in applicable federal regulations.

The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by School Food Service Funds.

1. No District employee shall participate in the selection, the award, or the administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one or more of the following has a financial or other interest in the firm selected for the award:
 - a. District employee, officer, or agent;
 - b. Any member of the immediate family (spouse, brother, sister, parent, son, or daughter) of District employee, officer, or agent;
 - c. Business partner of District employee, officer, or agent; or
 - d. An organization that employs or is about to employ one of the above.
2. No District employee, officer, or agent shall solicit or accept gratuities, favors, or anything of a monetary value from contractors, potential contractors, or parties to sub-agreements. In determining whether an item is an impermissible gratuity or of monetary value, the definition of “gratuity” as anything of more than fifty dollars in value shall apply.
3. The purchase during the school day of any food or service from a contractor for individual use is prohibited.
4. The removal of any food, supplies, equipment, or school property, such as official records, recipe books, and the like, is prohibited.
5. The outside sale of such items as used oil, empty cans, and the like will be by contract between the District and the outside agency. Individual sales by any school personnel to an outside agency are prohibited.

3542.22/Food Service Personnel – Code of Conduct

Failure of any District employee to abide by the above stated Code of Conduct may result in disciplinary action including, but not limited to, a fine, suspension, or dismissal.

Adopted: 5/3/2016

References

- Title 2 Code of Federal Regulations 200.318
- Title 7 Code of Federal Regulations 3016.36(b)(3)
- Title 7 Code of Federal Regulations 3019.42