

GUIDELINES FOR VENDORS SOLICITING SALES FROM JORDAN DISTRICT EMPLOYEES

In order to maintain a professional work atmosphere for students and staff members, respect staff time, and to avoid ethical and fraudulent conflicts of interest with vendors, building administrations are asked to abide by the following:

1. Vendors are not allowed into District schools/facilities to solicit business from employees during business hours. Building administrations may allow vendors to leave promotional materials (e.g. brochures, business cards, posters, etc.) with the front office and request these materials be placed in an area, such as the employee break room or bulletin board, so staff may view them and take one, if they so choose. Materials may not be placed in staff boxes. Vendors are not allowed to make sales pitches during faculty or staff meetings. Vendors are not to provide a snack, treat, or meal for employees in the break rooms while the vendor remains to solicit business. Building administrations may allow a vendor to leave a snack, treat, or meal along with promotional materials and a note indicating who brought the items and who employees should contact if more information is desired. Employees, including building and district leadership, should never feel like they are required to meet with vendors and hear their sales pitches.
2. Decision makers are advised to avoid gifts from vendors in order to guard against the appearance of misconduct. A vendor providing a gift or meal for the staff or large groups is a very nice gesture of thanks and support. A vendor providing a special, private gift or lunch to only the decision maker(s) can create an ethical conflict of interest that can influence decision making.
3. Vendors must follow the same protocol expected of all other visitors to District buildings by checking in at the front office and proceeding beyond the front office only after being invited to do so.
4. If an employee desires to meet with a vendor at a District location to discuss services the vendor may offer to them personally, the employee and vendor must meet outside of normal business hours for that building. For schools, this means no contact between one-half hour before school starts and one-half hour after school ends, including lunch time and prep time. These hours are considered work hours and must be respected by the employee and vendors.
5. The District's finance system is not to be used to pay for employees' personal business (e.g. mortgage payments, utility payments, insurance payments, donations to churches, credit card payments, etc.). Payroll deductions are not permitted for non-Jordan District purposes unless the funds are tax sheltered through a District-allowed plan (see #6 below). It is not appropriate for the District to engage in employee personal bill pay at taxpayer expense. Any payment arrangements made by employees with vendors should be done using the employees' personal financial institution.
6. As a taxpayer funded subdivision of the State of Utah, Jordan School District participates in the Utah Retirement Systems (URS). While employees have the private option of authorizing financial advisers or others to manage their retirement funds, there are inherent risks associated with any investment strategy. Jordan School District and Utah Retirement Systems does not and has not endorsed, contracted out, authorized, advocated, recommended, sponsored, or vetted other entities, including 403b agents, to represent them in these matters. Instead, URS employs retirement advisors, with a URS email and phone number, who will meet with and advise JSD employees free of charge. URS is a nonprofit trust and their advisors never earn commissions. If you want help with URS questions, please contact URS and if you choose to go outside of URS, please compare commissions and fees.
7. As a taxpayer funded entity, Jordan School District, its departments and schools must only work with businesses that have first gone through the proper procurement process. Competing vendors are to be treated fairly without personal preference or bias.