

TRI-COUNTY SCHOOLS INSURANCE GROUP

ADMINISTRATION

Policy No. 112

Conflict of Interest Code

The Political Reform Act (Government Code Section 81000, et.seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Sec. 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code for Tri-County Schools Insurance Group.

Designated individuals shall file their Statements of Economic Interest, and supplementary information that may from time to time be required, pursuant to Section 4(a) of the Standard Codes with Tri-County Schools Insurance Group who will make the statements available for public inspection and reproduction. (Government Code Section 81008) Statements for all designated employees shall be retained by the agency.

Appendix

<u>Designated Positions</u>	<u>Disclosure Category</u>
Members and Alternate Members of the Joint Powers Board	1, 2, 3, 4
Executive Director	1, 2, 3, 4
Accountant	Only 3
Consultants*	* * *

Disclosure Category - Consultants

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations:

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The Executive Director may determine in writing that a particular consultant, although a “designed position”, is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s duties and, based upon the description, a statement of the extent of disclosure requirements. The Executive Director’s determination is public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

Disclosure Category 1

Persons designated in this category must disclose business entities in which they hold a business position or have an investment or which are sources of income to them if such entities or sources of income filed claims, or have claims pending, against any member jurisdiction of Tri-County Schools Insurance Group during the reporting period.

Disclosure Category 2

Persons designated in this category must disclose business entities in which they hold a business position or have an investment or which are sources of income to them if such entities or sources of income are of the type in which Tri-County Schools Insurance Group is empowered to invest its funds.

Disclosure Category 3

Persons designated in this category must disclose business entities in which they hold a business position or have an investment or which are sources of income to them if such entities or sources of income are the type that contract with Tri-County School Insurance Group to supply goods, services, materials or supplies.

Disclosure Category 4

Persons designated in this category must disclose business entities in which they hold a business position or have an investment or which are sources of income to them if such entities or sources of income are insurance companies, carriers, holding companies, underwriters, agents, solicitors or brokers.