

Conflict of Interest

OPERATIONAL POLICY STATEMENT

It is the policy of the College to require all employees to avoid situations involving conflicts including, but not limited to, financial dealings that are contrary to the College's best interest, membership equity or employment relationships that may be in conflict, and acceptance of favors, money or other considerations which might obligate the recipient to take action adverse to the College's interest. Further, the College will provide a suitable mechanism for employees to disclose actual or potential conflicts and for resolving them.

1. Any College employee who has, or whose relative has, either a substantial interest in any contract with, sale or service to, or purchase from the College, or a substantial interest in any decision of the College which might benefit the employee or the employee's relative, will disclose that interest in writing in a public file maintained in the Human Resources Department and shall refrain from participating in any manner as a College employee in such contract, sale, service, purchase, or decision. No college employee shall supply to the College any equipment, material, supplies, or services unless pursuant to an award or contract awarded after public competitive bidding. The definition of "relative" and "substantial interest" are found on the Potential Conflict of Interest Disclosure Form (reference Operational Policy 7.02, Purchasing and Contracting Procurement).
2. No College employee will engage in any outside employment or business that is in conflict with state statutes, competes with services provided by the College, or interferes with the employee's regular duties. An employee will not use college resources, equipment, supplies, facilities, name, logo, official stationery, telephone number, or address in connection with any outside employment or business.
3. No College employee will use the College position for private gain, which includes accepting significant gifts, favors, or services that might influence the discharge of official duties. This provision does not prohibit acceptance by an employee of food, refreshments, or unsolicited advertising or promotional material with a cost of under \$25.00 (reference Policy 7.02, Purchasing and Contracting Procurement).

4. The College permits the employment of qualified family members as long as such employment does not, in the opinion of the College, create a conflict of interest, as outlined below.
 - i. No person shall be employed by, transferred to or promoted into a department or area where a family member is a direct or indirect supervisor. If two employees become family members, both may retain their positions, provided one is not under the direct or indirect supervision of the other. If one is under direct or indirect supervision of the other, College leadership will facilitate development of a management plan to address the supervisory relationship within a reasonable timeframe.
 - ii. Employees should neither initiate nor participate, directly or indirectly, in employment actions (initial employment or appointment, evaluation, retention, promotions, salary, work assignments, leave of absence, corrective action, dismissal, etc.) involving family members.

Family member refers to the spouse, child, grandchild, parent, grandparent, brother or sister of the whole or half blood and their spouses and the parent, brother, sister or child of a spouse. This definition is not to be construed to exclude the possibility of questions of favoritism, and a requirement for development of a management plan as described above, arising with regard to other close personal or intimate relationships involving individuals of the same or opposite sex, residing together or apart.

PROCEDURE

Disclosures, as outlined below, must be updated and resubmitted for review on an annual basis. The completed disclosure forms are housed in Human Resources and are available for public inspection upon request.

1. The College requires written disclosure of any such activity that may fall under the parameters of this policy using the Potential Conflict of Interest Disclosure Form. After review by and consultation with the President's Leadership Team, the applicable Vice-President will consult with the individual involved in an attempt to resolve any apparent conflict in a manner consistent with the best interests of the College and the rights of the individual, while maintaining the highest ethical standards. Conflicts not resolved at that level will be referred to the President.

The College recognizes that some external employment opportunities may enhance a faculty member's professional competency and reflect positively on the College and its programs. All work by full-time faculty with other educational institutions requires the written prior approval of the department through and including the Vice President of Academic Affairs using the Instructional Disclosure Statement for Faculty.

As outlined previously in this policy, at no time will other employment, consulting work, guest presentations, or other similar activities:

- 1) be conducted during regular business hours of the faculty member's assignment;
- 2) be allowed to interfere with regular college duties or operations;
- 3) use the College's name, facilities, equipment, logo, or other resources in an unauthorized way; or
- 4) compete with education services provided or sponsored by the College.

OPERATIONAL POLICY HISTORY

Formerly Policy 2.4.2, Adopted 1/25/2000

Revised 7/13/2010

Revised 12/6/2011

Renumbered to Policy 2.20 in 10/2014

Revised to "Operational" Policy 3/5/2021
