

## **Conflicts of Interest and Conflicts of Commitment**

Adopted by President's Cabinet 6/26/18

Revisions Adopted by President's Cabinet 8/28/18

### **Conflicts of Interest and Appearances of Conflicts of Interest**

Each East Georgia State College employee should make every reasonable effort to avoid actual or apparent conflicts of interest and also the appearance of a conflict of interest. An appearance of a conflict exists when a reasonable person would conclude from the circumstances that the employee's ability to protect the public interest, or perform public duties, is compromised by a personal, financial or business interest. An appearance of conflict can exist even in the absence of a legal conflict of interest. EGSC employees are referred to the State Conflict of Interest Statutes OCGA 45-10-20 through 45-10-70 and the EGSC Gifts and Gratuities Policy.

### **Conflicts of Commitment**

An EGSC employee shall not engage in any occupation, pursuit or endeavor that will interfere with the regular and punctual discharge of that employee's official duties.

### **Outside Activities: Restrictions and Approval Process**

All employees are encouraged to participate in professional activities; however, those activities must be consistent with the mission of EGSC and the USG. Outside activities include occupational, consulting and other outside second employment. Outside activities are distinguished from service activities in that service constitutes all faculty and staff activities linked to academic specialty, faculty status or professional or personal skills which promote the mission of the department, college, system or larger community. In general, compensated activities will not be considered service if the employee's immediate supervisor determines that the outside activities are not of a professional nature and/or not in the employee's discipline or profession. Except as authorized for eligible faculty employees, annual leave must be used by employees for compensated outside activities during normal work hours consistent with the USG procedures governing use of annual leave.

Each employee must obtain written approval from the President prior to engaging in any occupation, pursuit or endeavor that could interfere with the employee's regular and punctual discharge of the employee's official duties as an EGSC employee. Such activities include consulting, teaching, speaking and participating in business, professional or service enterprises, but do not include service in the United States Armed Forces. The *Permission for Outside Activity* form (see link below) must be completed, signed by the employee, the employee's immediate supervisor and submitted to the President for approval. <http://www.ega.edu/policy/08-permission-for-outside-activity-form.pdf>

The employee must clearly indicate the nature, scope and duration of the outside activity. Faculty seeking approval must indicate the time they plan to consult during regular work hours, if any. For nine-month faculty, the maximum is one day per week. Twelve month faculty assigned to administrative positions must take annual leave when engaged in consulting during their normal work hours consistent with the USG procedures governing use of annual leave. The employee and his or her supervisor will review and assess actual conflicts of interests and appearance of conflicts of interest concerning the proposed outside activity and if necessary present a plan for managing such conflicts. If the proposed outside activity is to occur simultaneously with faculty and staff work hours and/or institutional resources are proposed to be used for such work, faculty and staff must present a plan for reimbursing the institution for use of the institution's personnel, facilities, equipment and/or materials consistent with rates charged to outside groups or persons.

Employees are generally prohibited from consulting or otherwise receiving compensation from a current USG vendor or any entity seeking a relationship with USG. Exceptions to this provision may be granted by the President for employees that do not supervise, regularly interact with, or participate in the selection of vendors of EGSC of USG System Office. This prohibition applies only to those employees supervising or participating in vendor selection and/or providing oversight of vendor performance and to vendors/prospective vendors of EGSC or the USG System Office. This prohibition does not apply to vendor or service relationships between USG and other government entities.

The nature of institutional executive positions is such that outside activities and potential conflicts of interest require an additional level of scrutiny in order to protect the public trust. Executive positions shall include direct reports to the President in addition to those with the title of Vice President, equivalent, or higher. Individuals in executive positions desiring to participate in compensated outside activities that relate to the employee's expertise or responsibilities as an EGSC/USG employee or seeking approval for a conflict of interest management plan must obtain approval from the President. Proposed approvals shall first be reviewed by the Vice Chancellor for Organizational Effectiveness and the Vice Chancellor for USG Legal Affairs.

Political activities, including managing campaigns and holding elective or appointed office, are covered under the EGSC Political Activities on Campus Policy. However, employees must request and receive prior permission from the President to engage in campaign management and the holding of elective or appointed political office using the EGSC Permission for Outside Activity form.

### **Faculty Consulting**

Recognizing that teaching, research and public service are the primary responsibilities of faculty members, it is reasonable and desirable for faculty members to engage in additional activity beyond duties assigned by the institution which are professional in nature and based on the appropriate discipline for which the individual receives additional compensation during the contract year. Faculty contemplating outside activities must seek approval using the process described above.

### **Disclosure**

Each employee has an ongoing responsibility to report and fully disclose any personal, professional, or financial interests, relationships, or activities that has the potential to compromise an employee's objectivity in fulfilling the employee's responsibilities to EGSC. Each employee must also report and fully disclose any financial and business interests that the employee or the employee's spouse, partner, parent, child, sibling and any in-laws of the foregoing that may relate to the employee's expertise or responsibilities as an EGSC employee.

### **Violations**

Violations of this policy may result in disciplinary action up to and including termination of employment.