

OUTSIDE EMPLOYMENT/CONFLICT OF INTEREST

UA Cossatot employees engaging in employment outside this institution shall inform his/her immediate supervisor and the Chancellor of such employment in writing immediately upon the occurrence of that event. If, in the judgment of the administration, such employment reflects unprofessionally upon the college, is considered unethical, or interferes with the employee's regular duties, the employee will be given the opportunity to resign from such employment or from the college.

A conflict of interest may arise when a faculty or staff member is or may be in a position to influence college business activity, or other decisions in ways that could result in personal or professional gain for that individual, or for others closely associated with that individual. Every employee has an obligation to report personal financial interest or personal contracting for a material amount with a company or professional that does business with UA Cossatot. Such disclosures shall be made, in writing, to the Chancellor. The Chancellor or his designee will determine if a conflict of interest exists under Arkansas State Purchasing Regulations. If such conflict is determined to exist, UA Cossatot will terminate business relations with that company or professional.

UA Cossatot shall not, without approval of the Chancellor, enter into a contract with a current or former state employee or a direct family member, including spouse, of any current or former state employee, or a company owned or controlled by the employee or family member. Approval may be made under limited circumstances when such a contract or purchase is in the best interest of the college and the relevant employee does not participate in the purchasing decision.

UA Cossatot employees will not accept personal gifts, gratuities, or rewards from any person, firm, or corporation having a business relationship with the college.

Policy History:

November 3, 2014
September 8, 2014
August 20, 2014
January 1, 2011
July 30, 2001

APPROVAL OF OUTSIDE EMPLOYMENT

Procedures:

1. Employees of UA Cossatot are required to seek approval before entering into outside employment of the college.
2. The Approval of Outside Employment form must be filled out in its entirety and submitted to the immediate supervisor for approval.
3. Once approved by the supervisor, the form must go to the Chancellor's office for final approval.
4. Once approved by the Chancellor, the form will be submitted to the Human Resource Office and kept on file in the employee's personnel file.
5. If the Outside Employment is with another State Agency or Institution of Higher Education in the State of Arkansas, then the Human Resource Office will request further information, and approval through the State must be granted for Concurrent Employment.

Procedure History:

October 6, 2014

**Approval of Outside Employment Prior
Approval of Outside Employment
Cossatot Community College of the
University of Arkansas**

This form implements the University of Arkansas Board Policy on outside employment (450.1) and related provisions in the campus conflict of interest policy (470). All Full-time employees are required annually or as needed to obtain written approval from the department head/supervisor and dean/ administrative unit head **prior** to undertaking outside employment, and required to report on time spent in outside employment during the previous year.

I request to undertake outside employment as follows:

Beginning Date: _____ Ending Date: _____

Estimate of average hours per week to be spent over the period: _____ hrs/wk

In the space below or in an attached explanation include: name and address of employer; specific explanation of the nature of the employment, location, schedule, how assigned college responsibilities will be covered during your absence; whether or not the use of college facilities, property, or personnel are requested in the employment.

What is the expected benefit of the outside employment to professional development and to the college if any? Attach additional sheet if needed.

NOTE: If outside employment is approved, the employee must also submit the form for "Disclosure of Potential Conflict of Interest" The information disclosed to the college may be subject to public disclosure.

In signing this disclosure, the employee acknowledges that all information not determined to be exempt may be released by the college upon public request, without further notice.

Signature _____ Date _____
Name (Print or Type) _____
Title/Position _____
Department/Unit _____

Approvals (This certifies that the faculty or staff member is fully and successfully meeting their assigned duties to the College.)

_____ Supervisor	_____ Date
_____ Vice Chancellor	_____ Date
_____ Chancellor	_____ Date

DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST

Procedures:

1. The Disclosure of Potential Conflict of Interest form must be completed and submitted annually, and as needed throughout the year, by all faculty, classified, and non-classified staff. This form provides a mechanism for disclosing any relationships or activities that might give rise to conflicts, or the appearance thereof, with assigned duties, responsibilities or obligations to the college.
2. Employees must submit the form to their immediate supervisor so that they are made aware of the potential conflict before forwarding to the Chancellor's Office.
3. The Chancellor with the input of other Administrators will review the potential conflict to determine if one exists or if further information is needed.
4. If a conflict is proven to exist, then a resolution must be sought. And the procedure for Conflict Resolution must be exercised.
5. A copy of the Disclosure form will be maintained in the Employee's personnel file and in the Business Office.

Procedure History:

October 6, 2014

**Disclosure of Potential Conflict of Interest
Cossatot Community of the University of Arkansas**

It is the campus policy of the UA Cossatot that its officers, faculty, staff and others acting on its behalf have the obligation to avoid ethical, legal, financial and other conflicts of interest with their obligations to the college or its welfare. In adherence to the institution's policy, please complete the following statement to disclose any relationships or activities which might give rise to conflicts, or the appearance thereof, with your duties, responsibilities or obligations to the UA Cossatot.

All faculty, classified and non-classified staff are required to complete this form annually or more often as needed.

- I have read the campus policy on conflict of interest and commitment, and I disclose the attached explanation of the nature of each potential conflict of interest or appearance thereof in compliance with that policy.
- I have read the campus policy on conflict of interest and commitment, and I have no conflicts of interest to disclose.

Note: The information disclosed to the college may be subject to public disclosure.

In signing this disclosure, the employee acknowledges that all information not determined to be exempt may be released by the University upon public request, without further notice.

Signed _____ Date _____

Name (print or type) _____

Title or Position _____

Department or Unit _____

Administrative Review

No conflict exists Conflict exists –needs further review Unacceptable conflict
Supervisor _____ Date _____

No conflict exists Conflict exists –needs further review Unacceptable conflict
Vice Chancellor _____ Date _____

No conflict exists Needs Further review Conflict exists–Expedited review Unacceptable conflict

Chancellor _____
Date

Approved copy to employee, department supervisor, and Human Resource Office.

CONFLICT OF INTEREST RESOLUTION

Procedures:

1. If a conflict was determined to exist during the Disclosure of Potential Conflict of Interest to the Chancellor and Administration, then a resolution must be determined.
2. A Conflict of Interest Resolution letter or memo must be initiated by the supervisor and administration to come up with a method for managing the conflict so as to not harm the reputation of the college.
3. Resolutions may range from employees not being involved in particular decisions for the college or the department that the employee is in to more extensive and detailed documentation of work time and /or travel.
4. In the event that problems arise that cannot be resolved by the plan outlined, the Chancellor must make the decision on whether termination of the employee or termination with the business or professional will be in the best interest of the college.
5. A copy of the Conflict of Interest Resolution letter or memo will be kept in the Employee's Personnel file and in the Business Office.

Procedure History:

October 6, 2014

STATEMENT OF FINANCIAL INTEREST

Procedures:

1. Pursuant to Arkansas Code Ann §§ 21-8-701(a)(4), as interpreted by the Arkansas Ethics Commission, the Chancellor, Vice Chancellors, Division Chairs, and Directors, as persons in charge of departments or divisions within the college or responsible for the supervision of employees and the administration of department budgets, must file a Statement of Financial Interest with the Arkansas Secretary of State by January 31 of each year.
2. Forms and guidance are available from the Arkansas Ethics Commission website.
3. The form must be filled out and submitted to the Human Resource Office.
4. The Human Resource will file the forms with the Secretary of State's office.
5. A copy of the form will be kept in the Employee's Personnel File.

Procedure History:

November 1, 2013

ANNUAL REPORT OF EXTRA INCOME IN EXCESS OF \$500

Procedures:

1. Pursuant to Arkansas Code Ann. §§ 21-8-201 – 21-8-204 and University-wide Administrative Memorandum 404.10, an Annual Report of Extra Income in Excess of \$500 must be completed by January 31 of each year.
2. All Full-time employees of the college are required to file with the President of the UA System, a statement reflecting income in excess of \$500 earned from a single source during the past calendar year as wages or salary or as fees for payment of professional or consultant services rendered to any public agency of the State of Arkansas, other than the salary the person receives on a regular basis from UA Cossatot.
3. Each such individual source from which income exceeds \$500 must be reported. If the cumulative total exceeds \$500, but income from no single source exceeds \$500, no report needs to be filed.
4. Payments for teaching adjunct at another college or university in the state must also be included if payment is over \$500.
5. The proper form must be notarized and submitted to the Human Resource Office.
6. The Human Resource Office will forward to the President's office of the UA System.

Procedure History:

November 1, 2013

Annual Report of Extra Income In Excess of \$500

Campus Where Employed: _____

Filing for Year: _____

1. Name of Employee: _____ ID # _____

2. Source and Amount of Income in Excess of \$500:

(a) _____ \$ _____
(Name of Public Agency) (Amount In Excess of \$500)

(b) _____ \$ _____
(Name of Public Agency) (Amount In Excess of \$500)

(c) _____ \$ _____
(Name of Public Agency) (Amount In Excess of \$500)

(d) _____ \$ _____
(Name of Public Agency) (Amount In Excess of \$500)

NOTE: *Extra Income statements must be filed by January 31 of each year. Persons employed by institutions of higher learning must file with the President of that institution.*

-VERIFICATION-

I do solemnly swear that the foregoing *Annual Report of Extra Income in Excess of \$500* filed herewith is in all things true and correct, and fully shows all the information required to be reported by me.

Employee Signature

State of Arkansas

County of _____

Subscribed and sworn to be before me, a Notary Public, this the ____ day of ____

Notary Public

My Comission Expires: _____

