

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

CONFLICT OF INTEREST/NEPOTISM
Procedure No. 3-20 (C)
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Effective June 15, 2001

- (1) No employee will engage in any non-college activity for which the employee receives financial remuneration or equivalent goods or services if such activity occurs during the employee's assigned working hours without the express consent, in writing, of the President. In the case of faculty members who have a non-traditional teaching schedule such as distance learning, practicum, or primarily night or weekend classes, such faculty may not engage in non-college activity for the purpose of profit or gain to the degree that such activity hinders their ability to fully carry out the duties of their instruction/counseling. As Columbus State Community College continues to meet the needs of learners in the community, faculty schedules shall be subject to change on a quarterly basis. Any faculty member who has a non-traditional teaching schedule and wants to engage in non-college activity for profit or gain shall notify the President of the college prior to commencing the activity.
- (2) Employees shall not represent any vendor nor be an employee of any vendor that does business with the college without the express consent, in writing, of the President.
- (3) Employees shall not engage the services of any vendor on behalf of the college with a person closely related by blood, marriage, or other significant relationship as defined in Policy No. 3-20 without the express consent, in writing, of the President.
- (4) Employees shall not conduct classes under their own auspices or on behalf of another educational institution or agency using the college's resources without the express consent, in writing, of the President. This includes use of institutional time and facilities for personal purposes.
- (5) Employees shall not use confidential information obtained as a result of their association with the college for personal gain. Employees shall not knowingly permit unauthorized disclosure of confidential information.
- (6) Annually, a conflict of interest questionnaire will be given to each employee to complete. Any exceptions disclosed as to current policy will be handled on an individual basis among the employee, the Vice President for Business and Administrative Services, and the President. If necessary, the Board of Trustees may be informed by the President of special situations or actions taken as a result of such disclosures.
- (7) Failure to obtain consent for activities mentioned in this procedure or falsification of the conflict of interest questionnaire shall be grounds for disciplinary action, up to and including immediate discharge.