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College employees are expected to devote their work activities primarily to functions of the College. They may, however, engage in extramural activities provided that such activities do not detract from the performance of their duties and responsibilities to the College and/or create conflict of interest with their assigned College responsibilities. Extramural activities means any work not performed as a College employee, whether or not compensated. It is expected that such extramural activities will take place outside of the employee's designated work time. Authorization may be granted to employees who want to perform work outside of the College during their designated work time. Any such time will be charged to accrued vacation, leave without pay, or documented flex time approved by the employee's supervisor. Employees shall not engage in any activities or outside employment that may result in a conflict of interest. A conflict of interest exists if financial interests or other opportunities for personal benefit may exert a substantial and improper influence upon an employee's professional judgment in exercising any College duty or responsibility. Employees shall not use their positions to secure anything of value, financial gain, or personal benefit that would not ordinarily accrue to them in the performance of their official duties. Nor shall they accept any compensation from any other agency or individual for work performed in the course of their employment by the College.

POLICY GUIDELINES

I. Definitions

Conflict of interest - situation where financial interests or other opportunities for personal benefit may exert a substantial or improper influence upon an employee's professional judgment in exercising a College duty or responsibility.

Designated work time - hours of day agreed upon by supervisor of when an employee will perform work for the College.

Extramural activities - any work not performed as a College employee, whether or not compensated.

Externally compensated activities - any work not performed as a College employee for which compensation is received.

Intellectual property - inventions, works of authorship, patents, copyrights, licenses, etc., relating to sponsored programs or other research activities.

II. Conflict of Interest and Work Outside the College

A. State ethics law

All employees of state-assisted colleges are covered by Chapters 102 (*Ethics*) and 2921 (*Offenses Against Justice and Public Administration*) of the Ohio Revised Code. In accordance with the law, copies of Chapters 102 and 2921 will be provided to each new faculty or employee of the College.

B. Extramural activities

Employees engaging in extramural activities must avoid the use of information or procedures that may involve a conflict of interest with assigned College responsibilities, particularly as related to an area of ongoing research, including sponsored programs with specific contractual restrictions. Failure to adequately perform College responsibilities due to involvement in extramural activities is considered a neglect of duty and may result in termination, regardless of whether the activity is approved.

C. Disclosure

Employees shall disclose all outside employment and extramural activities upon request by Hocking College. Employees seeking to engage in outside employment and/or extramural activities must have the prior approval of the appropriate college/departmental official. Employees have a duty to disclose all outside employment and extramural activities not previously reported and approved.

III. Use of College Resources

A. Use of College name

Employees engaging in extramural activities shall not use the name of Hocking College, its units, or any other College trademark, service mark, or trade name in such a manner as to suggest institutional endorsement or support of a non-College enterprise, product, or service. Neither business cards bearing the College name, address, or campus telephone numbers nor College stationery is to be used in such a manner as to suggest institutional endorsement or support of a non-College enterprise, product, or service.

B. Use of College employees

Employees engaging in extramural activities shall not utilize other College employees during designated work time.

C. Use of facilities

College space, supplies, computer resources, and equipment cannot be used for extramural activities unless permission is obtained and appropriate fees paid to the College for the use of such facilities.

D. Use of College intellectual property

College intellectual property shall not be used for extramural activities except as approved by the College.

IV. Compensated Extramural Activities

Employees must use accrued vacation, leave without pay, or documented flex time approved by the employee's supervisor for externally compensated activities occurring during designated work time. This includes but is not limited to the following examples of compensated services:

- Providing services to a corporation, business, or industry as an individual officer, director, owner, agent, consultant, or employee.
- Providing services to a school system, educational institution, or governmental agency as a scheduled lecturer, consultant, or employee.
- Providing services to a private foundation or professional or trade association as a consultant, officer, director, or employee.
- Providing services as a voluntary expert witness in any civil or criminal case.
- Providing services as an editor or reviewer for professional journals.

V. Non-Compensated Extramural Activities

Employees who participate in non-compensated extramural activities during designated work time should use accrued vacation, leave without pay, or documented flex time approved by the employee's supervisor. Approved activities that serve to enhance the College and for which no compensation is involved, such as serving on accreditation teams and College-sponsored volunteer work, (excluding travel and meal allowances) will not be subject to this provision. Prior approval must be obtained from the employee's supervisor to participate in such activity during work time.