

Saint Joseph's College Policy Guidebook

Human Resources

Section Name: Employment at Saint Joseph's College

Section Number: 3.07

Effective Date: 7/1/2021

SUBJECT: Outside Employment & Conflict of Interest

Purpose:

At times, faculty and staff may engage in employment opportunities outside of Saint Joseph's College. In most situations, this scenario is fine and poses no issues.

To promote transparency and proactivity, faculty and staff are strongly encouraged to inform the College of outside employment to negate an actual or perceived conflict of interest with their SJC employment.

Applicable to:

All Faculty and Staff

Policy:

Outside Employment

Outside employment is permissible if it does not interfere, compete, or conflict with Saint Joseph's College interests, and provided it does not hinder the faculty or staff member's ability to meet the responsibilities and demands of their required work. Factors considered for the outside employment include the days worked and number of hours, a potential conflict of interest, etc.

The College encourages outside involvement in community, industry and charitable activities, including directorships and committee memberships in non-profit community organizations, as long as it does not cause conflicts of interest or create demands that interfere with an employee's job responsibilities.

Conflict of Interest

Faculty and staff have an obligation to conduct their employment responsibilities with a high standard of integrity and are expected to conduct business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an individual is in a position to influence a decision that may result in personal gain for that person, a family member or others because of Saint Joseph's College's business dealings.

For purposes of this policy, a family member is defined as: spouse or significant other, parent/step parent, child/step child, grandparent, grandchild, brother/brother-in-law, sister/sister-in-law, uncle, aunt, niece, nephew, in-laws (father, mother, son, daughter).

No “presumption of guilt” is created by the mere existence of a relationship with outside firms. However, if a conflict of interest may arguably exist, it is expected that the faculty or staff member will discuss and provide in writing the nature of the conflict with their manager and Human Resources.

Procedure:

It is the responsibility of a faculty or staff member to inform their manager and Human Resources of a real or potential conflict of interest and/or outside employment. A conflict of interest includes a situation that results in personal gain and includes family members and their outside affiliation. It will be confirmed that the outside employment will not interfere, compete, or conflict with the employee’s role and responsibilities at the College.

The approval process is as follows:

- The faculty or staff member submits their request has an initial discussion and submits their request in writing to their manager.
- If the manager supports the request, the faculty or staff member then sends the request to the Human Resources department for final approval. If their manager does not approve the request, the faculty or staff member can initiate a discussion with the appropriate Leadership Team member to consider their request.
- If the request is approved, the faculty or staff member will complete and sign a Conflict of Interest/Outside Employment Form. The manager and Human Resources will also sign the Conflict of Interest/Outside Employment Form.
- If the faculty or staff member does not agree with the final determination from the Leadership Team member, he/she may appeal the decision through the Complaint Resolution process as described in Section 12.00 of the employee guidebook.