



Southwestern Michigan College Board Policy – Staff Personnel - Employee Conflict of Interest Policy

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02/08/2009	02/08/2009	

DIVISION II – STAFF PERSONNEL

II.3 EMPLOYEE CONFLICT OF INTEREST POLICY

- A. No College employee shall conclude any College transactions from which he/she stands to benefit personally (except as an employee of the institution).
- B. Except for natural and ordinary social courtesies, no employees shall accept anything of value over \$25 from students, persons or firms conducting business with the College.
- C. Employees in a position to authorize or execute purchases on behalf of the College shall make known to the College his/her interest, direct or indirect, in any transaction, or in any proposed transaction to which the College is party.
- D. Each employee in a position to authorize or substantially influence business transaction with the College shall read and sign an agreement with this College policy on conflict of interests.
- E. Consulting duties, speaking and other personal engagements should normally be scheduled during vacation time or at other times when the duties will not interfere with the employee's College responsibilities. When such an arrangement is not possible, the Administrative supervisor may grant reasonable periods of time away from campus, with pay, for the employee to fulfill these types of duties. In the latter case, all fees and salary shall be remitted to the General Fund of the College.
- F. No College employee may use federal funds to pay by or on behalf of the College to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement. If any funds other than Federal appropriated funds are used for such purposes they require the approval of the College President who will report such lobbying activities through the use of Standard Form-LLL, "Disclosure Form to Report Lobbying."