

**CHANCELLOR'S ILLUSTRATIVE GUIDANCE TO
POLICY 210: *EMPLOYEE CONFLICT OF INTEREST POLICY***

The following provides illustrative guidance as to situations that may constitute a conflict of interest, pursuant to Policy 210. These are intended to be illustrative only and do not provide an exhaustive list of all conduct that may constitute a violation of Policy 210.

1. Personal Gain from VSC Position

- a. An employee may not use or attempt to use his or her position or VSC property or services, to gain or attempt to gain anything for the private benefit of the employee.
- b. An employee may not solicit or accept any money or other thing of value for services performed within the scope of that employee's official duties, except compensation, expenses or other

agreement will conflict substantially and materially with the employee's discharge of his or her VSC responsibilities.

3. Outside Commitment

- a. Employees are permitted to engage in outside consulting activities and other outside activities provided the employee meets his/her obligation to the VSC and complies with any applicable provisions of a collective bargaining agreement concerning outside employment, including notification.
- b. An employee shall not accept any outside position that would impair the employee's ability to fulfill the employee's obligations to the VSC.
- c. An employee shall not engage in outside employment or activities which could be viewed as impairing

- a. An employee may not be assigned a direct supervisory role over a close relative. If needed, alternative arrangements for supervisory decisions shall be made before employment of a close relative. The VSC reserves the right, subject to any applicable collective bargaining agreement provisions, to reassign employees or duties when deemed a prudent business or management practice.
- b. An employee shall not participate in institutional decisions involving a direct benefit to a close relative. Such decisions include, but shall not be limited to, initial appointment, retention, promotion, tenure, salary and leave of absence.
- c. An employee may not give preferential or favored treatment in the supervision or management of another VSC employee who is a close relative.
- d. An employee shall not participate in decisions regarding students that involve a direct benefit to a close relative. Alternative arrangements for such decisions shall be made for close relatives. "Decisions regarding students" include, but are not limited to, acceptance to an academic program, grades and recommendation for awards or work-study employment.