CONFLICTS OF INTEREST – OUTSIDE EMPLOYMENT INFORMATIONAL GUIDELINES

As an employee of the Minnesota State Colleges and Universities (MnSCU) system, which comprises 32 state universities and community and technical colleges serving the higher education needs of Minnesota in both credit-based courses and non-credit courses, you are subject to the MnSCU System Procedure 1C – Code of Conduct & Ethics. The Code of Conduct is based on statutes and system policies affecting system employees. Employees have a duty to avoid conflicts of interest.

Please fill out the attached data sheet to declare outside employment.

Give the form to your immediate supervisor.

A determination will be made by the administration whether or not a conflict of interest exists.

****

"When an employee believes the potential for a conflict of interest exists, it is the employee's duty to avoid the situation." Minnesota Statutes section 43A.38, subd.6.

As per Minnesota Statutes section 43A.38, subd. 5(b), (c)., you may accept outside employment if:

1. The work will not interfere with your responsibilities as a system employee or interfere with your independence of your judgment in the exercise of official duties;

2. You do not use your system position to obtain the outside employment, secure benefits, privileges, exemptions or other advantages for yourself or your immediate family or an organization with which you are associated which are different than those available to the general public.

3. You do not use system resources in furtherance of such outside employment;

4. Acceptance of the outside employment will not affect your independence of judgment in the exercise of your official duties;

5. The outside employment is not in conflict with the interests of the college, university, or Office of the Chancellor; and

6. Your outside employment does not violate the provisions of your employee plan or collective bargaining agreement.

Outside Employment Disclosure Data Sheet

Employee Information

Employee Name:	**Date:**
Position Title:	
Full-Time or Part-Time (circle one)	
Supervisor Name:	

Outside Employment Information

Name of Business/Organization:	
Address or Location:	
Proposed Start Date:	**Proposed End Date:**
Day(s) of Week:	
Time of Day:	
Job Duties/Description:	

Signature of Employee:

Administrator Comment:

__ The employee's current or proposed outside employment has been determined to be an impermissible conflict of interest for the following reasons:

_____

_____

___ The College does not consider the employee's current outside employment to create a conflict of interest with the employee's position with the College.

___ Other _____

NOTE TO EMPLOYEE: The employee must seek review of the outside employment if any changes occur in the employee's responsibilities with the outside employer or in the employee's college employment.

Administrator Signature:	**Date:**
Vice President Signature:	**Date:**

Original: HR Office Copies: Employee and Supervisor 10-3-08