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 remuneration paid by the VSC.

c. An employee may not solicit or accept any money or other thing of value for or in consideration of the use of that employee's position to obtain a contract for any person or business, nor may an employee solicit or receive gifts or entertainment of more than nominal or *de minimis* value (*e.g.,* $25.00) from suppliers of goods or services, or from persons known to be or likely to be associated with or seeking association with the VSC.

d. An employee shall not use confidential information acquired in connection with VSC related activities for personal gain or for other unauthorized purposes. This prohibition applies during and after an employee's service with the VSC.

e. An employee may not solicit, offer, confer, agree to confer, accept or agree to accept any benefit in exchange for his or her, decision, opinion, recommendation, vote or other exercise of official power or discretion.

2. Contracting and Leasing

a. An employee may not enter into any contract or lease with the VSC if the employee is in a position to approve or influence in his or her official capacity the VSC's decision to enter into the contract or lease, unless such contract or lease is deemed in the best interests of the VSC and has the approval of the appropriate administrator.

b. If the employee is not in a position to approve or influence the VSC's decision, the employee may enter into a contract or lease, provided the employee makes prior written disclosure to the appropriate administrator of the nature and extent of any relationship and obtains written approval. The administrator shall grant such approval unless the administrator determines that the employee's personal interest in the

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 the employee's judgment in the performance of VSC duties and responsibilities.

d. If a faculty member maintains significant and regular outside employment, he/she shall advise the Academic Dean and President of such employment.

e. An employee shall not engage in negotiations for employment outside the VSC that would conflict or appear to conflict with official VSC duties.

4. Use of VSC Name and Resources

a. An employee shall not use the official title of the VSC or any of its parts, in whatever form that title may appear, except in connection with legitimate VSC purposes.

b. The VSC's name, facilities, equipment, stationery, supplies, personnel and other resources are to be used only for the furtherance of the VSC's mission. An employee shall not make unauthorized use of any VSC resources, including the services of VSC employees, for the personal benefit of the employee.

5. Nepotism

Close relatives may be employed in the same or different departments of the VSC. For the purposes of this policy, in addition to its ordinary meaning, the term "close relatives" shall include significant others in the household and partners to a civil union.

The fact that an employee is a close relative of another employee in the same or different department shall not be used as a basis for denying to the employee the rights, privileges or benefits of regular appointment or regular job status. A close family relationship shall not be used as a basis for denying a student the rights, privileges or benefits of access to academic resources.

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.