

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CONFLICT OF INTEREST

DBD
(LOCAL)

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| DISCLOSURE GENERAL STANDARD | An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the College District. |
| SPECIFIC DISCLOSURES SUBSTANTIAL INTEREST | <p>The <u>College District</u> President shall file an affidavit with the Board Chair disclosing a substantial interest, as defined by Local Government Code 171.002, in any business or real property that the College President or any of his or her relatives in the first degree may have.</p> <p>Any other employee who is in a position to affect a financial decision involving any business entity or real property in which the employee has a substantial interest as defined by Local Government Code 171.002 shall file an affidavit with the <u>College District</u> President; however, the employee shall not be required to file an affidavit for the substantial interest of a relative.</p> |
| INTEREST IN PROPERTY | The <u>College District</u> President shall be required to file an affidavit disclosing interest in property in accordance with Government Code 553.002. |
| CONFLICTS DISCLOSURE STATEMENT | <p>No employee other than the <u>College District</u> President shall be required to file the conflicts disclosure statement, as promulgated by the Texas Ethics Commission and as specified by Local Government Code 176.003–.004.</p> <p>[See BBFA]</p> |
| GIFTS | An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities. |
| ENDORSEMENTS | <p>An employee shall not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the employee during non-school hours, unless the product, material, or service is recommended, endorsed, or required for a course the employee teaches and is reasonably related to the subject matter of the course and the course syllabus.</p> <p>No employee shall require students to purchase a specific brand of supplies if other brands are equal and suitable for the intended instructional purpose.</p> |
| SALES | An employee shall not use his or her position with the College District to attempt to sell products or services, unless the product or service is recommended, endorsed, or required for a course the |

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employee teaches and is reasonably related to the subject matter of the course and the course syllabus.

~~NONSCHOOL
EMPLOYMENT~~

~~An employee shall disclose in writing to his or her immediate supervisor any outside employment that in any way creates a conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the College District.~~

~~Nonschool employment that would be considered as detracting from the efficiency of the employee includes but is not limited to situations that:~~

- ~~1. Result in an employee's absence from work.~~
- ~~2. Adversely affect an employee's physical or mental well-being.~~
- ~~3. Interfere with an employee's duties during regular work hours.~~
- ~~4. Cause an employee to be unprepared for duties with the College District.~~
- ~~5. Involve the use of College District materials or resources.~~

SOLICITATION OF
RESOURCES

The College District recognizes that appropriate gifts and grants of cash, equipment, real property, and other goods and effects are vital to the College District's growth and development and that seeking support from external sources is fully consistent with the College District's mission and purpose.

Through a letter of understanding between the College District and the Collin County Community College District Foundation, Inc., dated November 21, 1989, the Foundation has been charged with the rights and responsibilities of assisting the College District with the solicitation of external resources. The executive director of foundation or designee shall serve as the official liaison with the Foundation to ensure coordination of all College District fund-raising activities and objectives.

The Foundation has been designated as the official repository for gifts from the private sector that are donated to advance the College District's mission and purpose. Assets administered by the Foundation shall be used exclusively for the benefit of the College District to include support for programs, employees, and students pursuing stated goals of the College District.

GRANTS AND
OTHER SOURCES
OF FUNDING

The College District's foundation office staff is responsible for soliciting and administering external funds for the College District. The foundation office staff also identifies, cultivates, and solicits grants and/or gifts from public and private agencies, individuals, corporations, and foundations. While each College District employee may, and should, play an important role in the process of expanding ex-

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ternal support, such activities must be approved by the College District's Leadership Team and be in compliance with College District procedures and guidelines. Foundation office staff shall work with employees to create scholarship and excellence funds or to acquire other appropriate gifts.

FUND-RAISING

Fund-raising shall mean any solicitation of any donation of anything of value from an external source by any officer, employee, agent, or volunteer acting on behalf of and for the benefit of the College District or any of its units or authorized affiliated organizations.

This policy shall not apply to an employee(s) participating in duly authorized student activities, programs, or other approved College District activities. Duly authorized student activities are those activities approved in advance by the director of student activities. Approved College District activities are those activities approved in writing in advance by the appropriate vice president, ~~provost~~, or the College District President.