



POLICYNAME:	615.01: Conflict of Interest
EFFECTIVE:	04-13-2016
SUPERSEDES:	
SOURCE:	<i>Code of Alabama 36-25-5</i>
CROSS REFERENCE:	

An employee is prohibited from using his or her official position and influence for personal gain or that of his or her family or associates, or from engaging in a conflict of interest.

**CHANCELLOR'S PROCEDURE FOR
POLICY 615.01: Conflict of Interest**

1. Full-time employees may engage in outside employment provided that such activity: (a) does not interfere with the performance of other responsibilities as a System employee; (b) does not require use of institutional resources or facilities.
2. In an effort to identify potential conflicts, each institution is responsible for developing procedures that require employees to notify the institution of activities in which they engage that might interfere with the performance of their job responsibilities or that diminishes the value or inhibits the operation of the institution.



CONFLICT OF INTEREST/OUTSIDE EMPLOYMENT

An employee is prohibited from using his or her official position and influence for personal gain or that of his or her family or associates, or from engaging in a conflict of interest.

Full-time employees may engage in outside employment provided that such activity: (a) does not interfere with the performance of other responsibilities as a LSCC employee; (b) does not require use of institutional resources or facilities.

Procedure for Notifying the College of Outside Employment

Employees must complete a notification of secondary employment form (located on the L drive) to obtain written approval from the President to participate in outside consulting activities. Activities that might interfere with the performance of job responsibilities or that diminishes the value or inhibits the operation of the institution are prohibited.

Failure to comply with the requirements of this policy will be considered as a disregard for the College's authority and may be considered as insubordination which could lead to disciplinary actions ranging from a written request for corrective action to dismissal.