

ARTICLE 19**CONFLICT OF INTEREST OR COMMITMENT/OUTSIDE ACTIVITY****19.1 Policy.**

(a) The University and UFF recognize that outside employment, consulting, and similar activities may further the dissemination and use of employee knowledge and expertise and also advance the professional competence and reputation of employees. Employees may participate in outside activities and hold financial interests in accordance with the provisions of this Article.

(b) An employee is bound to observe, in all official acts, the highest standards of ethics consistent with the Code of Ethics of the State of Florida (Chapter 112, Part III, Florida Statutes), the advisory opinions rendered with respect thereto, Board of Governors rules, and University policies and regulations.

(c) Nothing in this Article is intended to discourage an employee from engaging in outside activity in order to increase the employee's professional reputation, service to the community, or income, subject to the conditions stated herein.

19.2 Definitions.

(a) "Outside Activity" shall mean any private practice, private consulting, additional teaching or research, or other personal commitment, e.g., service on a Board of Directors, participation in a civic or charitable organization, political activity, etc., whether compensated or uncompensated, that is not part of the employee's assigned duties and for which the University provides no compensation.

(b) "Conflict of Interest" shall mean:

(1) any conflict between the private interests of the employee and the public interests of the University, the Board of Governors, or the State of Florida, including conflicts of interest specified under Florida Statutes; or

(2) any activity that interferes with the full performance of the employee's professional or institutional responsibilities or obligations.

(c) "Conflict of Commitment" shall mean:

(1) outside activities that involve frequent or prolonged absences from the University on non-University business; or

(2) outside activities that engage a substantial portion of the time an employee is expected to spend on assigned duties or University-related activities.

19.3 Conflicts of Interest/Commitment Prohibited. Unmitigated conflicts of interest and commitment, including those arising from University or outside activities, are prohibited. Employees are responsible for resolving such conflicts of interest or commitment, working in conjunction with their supervisors and other University officials.

19.4 Report of Outside Activity/Financial Interest.

(a) An employee who proposes to engage in outside activity, including but not limited to one that could reasonably be concluded to create a conflict of interest or commitment, or proposes to hold a financial interest that may create a conflict of interest, shall report the

45 details of such proposed activity or financial interest on the Potential Outside Activity,
46 Employment, and Conflict of Interest and Commitment Disclosure form before engaging
47 therein. Employment at other institutions of higher learning can create a conflict of interest
48 or commitment.

49 (b) The report as described in paragraph 19.4(a) shall include as applicable the following
50 information:

51 (1) name of the employing or contracting entity, or name of the entity in which the
52 financial interest is held, and nature of its business;

53 (2) involvement of students and other employees in the activity, employing entity, or
54 entity in which the financial interest is held, if that involvement is known to the employee
55 making the disclosure;

56 (3) nature of the activity or financial interest (e.g., description of equity interest or
57 intellectual property), including time spent if an activity is involved (e.g., instructional hours,
58 estimated hours per week of travel time);

59 (4) source and type of compensation, and in the case of legal representation or service
60 as an expert witness, all parties to the matter must be identified; and

61 (5) any conditions of the activity that involve waiving or impairing the employee's or
62 the University's right to intellectual property.

63 (c) A new report shall be submitted annually or when an outside activity begins,
64 substantially changes (e.g., expansion of outside activity, new source of funding) or has not
65 been previously reported.

66 (d) The reporting provisions of this Section shall not apply to activities performed wholly
67 during a period in which the employee has no appointment with the University. However, the
68 employee should still be aware of the conflict of interest considerations that may arise from
69 such activities.

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71 **19.5 Expedited Grievance Procedure.**

72 (a) A grievance alleging a violation of Article 19 shall be heard at Step 1 by the
73 University's representative no more than seven days after it has been filed. The University's
74 representative shall issue a Step 1 decision no more than seven days after the Step 1 meeting.

75 (b) A request for review of the Step 1 decision shall be filed using Appendix "D" no more
76 than seven days following receipt of the Step 1 decision. The Step 2 meeting shall be held no
77 more than 7 days after receipt of Appendix "D" and the Step 2 decision shall be issued no
78 more than 7 days after the meeting.

79 (c) A request for arbitration using Appendix "E" shall be filed within fourteen days after
80 receipt of the Step 2 decision. An arbitrator shall be selected by the parties no more than
81 fourteen days following the receipt of Appendix "E". The arbitrator shall issue a
82 memorandum of decision within 7 days following the conclusion of the arbitration, to be
83 followed by a written opinion and award in accordance with Section 20.8(f)(5).

84 (d) The employee may engage in such outside activity pending a resolution of the matter
85 pursuant to Section 19.5(a) but does so at the risk of violating statutes or regulations.

86 (e) If the resolution of the matter is that there is a conflict of interest or commitment, the
87 employee shall cease such activity immediately and may be required to turn over to the
88 University all or part of compensation earned therefrom.

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90 **19.6 Use of University Resources.** An employee engaging in any outside activity shall
91 not use the facilities, equipment, or services of the University in connection with such
92 outside activity without prior approval of the president or president’s representative.
93 Approval for the use of University facilities, equipment, or services may be conditioned upon
94 reimbursement for the use thereof.

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96 **19.7 No University Affiliation.** An employee engaging in outside activity shall take
97 reasonable precautions to ensure that the outside employer or other recipient of services
98 understands that the employee is engaging in such outside activity as a private citizen and not
99 as an employee, agent, or spokesperson of the University.

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