D.2.4.2 (Procedure) Conflicts of Interest
Responsible Department: Human Resources
Based on Board Policy: D.2.4 - Nepotism, Conflicts of Interest
Approved: 4-28-09
Last Amended: 12-11-13

Employee Conflicts of Interest Generally
An employee shall not intentionally or knowingly accept, agree to 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 or that a reasonable person in the same circumstances as the employee would know or should know is being offered with the intent to influence official conduct.

An employee shall not engage in any business or professional activity that the employee or a reasonable person in the same circumstances as the employee might reasonably expect would require or induce the disclosure of confidential information acquired by reason of the official position.

An employee shall not intentionally or knowingly accept, agree to accept, or solicit any benefit for having exercised the employee's official powers or performed official duties in favor of another.

An employee shall not intentionally or knowingly use College District property, time, personnel, or other resources for personal gain or for the benefit of another not entitled to receive such property or services.

Disclosure - General Standard
An employee shall disclose to his/her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship of the employee or the employee's parent, child, step-child, or spouse that the employee or a reasonable person in the same circumstances as the employee might reasonably expect would create a potential conflict of interest with the proper discharge of assigned duties and responsibilities or that would create a potential conflict of interest with the best interest of the College District.

Research Conflicts of Interest
When Alamo Colleges' employees conduct research pursuant to grants awarded to other institutions, they shall comply with the research conflict of interest policies and procedures of those institutions in all material respects, as if such policies and procedures were those of the College District rather than those of the Research Grant Awardee.

Specific Disclosures - Affidavit

The Chancellor and 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 Texas Local Government Code 171.002, shall file an affidavit disclosing the nature of the interest. The employee shall file the affidavit with the Chancellor or designee prior to the award of a contract or authorization of payment by the College District. Contact the Office of Legal Affairs for forms and guidance on this topic.

Endorsements

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, 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. Whether the product, material, or service is reasonably related to the subject matter of the course and the course syllabus shall be determined in writing by the respective academic Dean.

Employees whose positions allow/require participation in the selection process for textbooks or any materials from which the employee might personally gain shall completely withdraw from such processes by not participating in any discussion or voting on any recommendation related thereto.

No employee shall require students to purchase a specific brand of supplies if other brands are equal and suitable for the intended instructional purpose.

Sales

An employee shall not use his/her position with the College District to attempt to sell products or services to students or other employees.

Form D.2.4.2.F Conflict of Interest Affidavits

Legal Reference - TACC Policy Reference Manual
DBD(LEGAL) - Employment Requirements and Restrictions: Conflict of Interest