



# Conflicts of Interest, Conflicts of Commitment and Outside Activities

## CITATION REFERENCE

<b>OFFICIAL TITLE</b>	POLICY ON CONFLICTS OF INTEREST, CONFLICTS OF COMMITMENT, AND OUTSIDE ACTIVITIES
<b>VOLUME</b>	HUMAN RESOURCES
<b>RESPONSIBLE OFFICE</b>	USG HUMAN RESOURCES OFFICE
<b>ORIGINALLY ISSUED</b>	JULY 1983
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## Policy Statement

As noted in state law, it is essential to the proper operation of government that public employees be independent and impartial and that public office not be used for private gain other than that allowed by law and that there be public confidence in the integrity of government. Guidance to USG employees regarding conflicts of interest is provided in Board of Regents Policy [8.2.18.2 Conflict of Interest, Conflicts of Commitment, and Outside Activities](#).

The purpose of this HRAP provision is to provide additional guidance to USG employees regarding BOR 8.2.18.2 to include the approval process for compensated outside activities and the disclosure of conflicts of interest.

## Applicability

All units of the University System of Georgia are covered by this policy.

## Who Should Read This Policy

All Human Resources staff and employees within the University System of Georgia should be aware of this policy.

**HUMAN RESOURCES ADMINISTRATIVE MANUAL**  
**EMPLOYEE RELATIONS: CONFLICTS OF INTEREST, CONFLICTS OF COMMITMENT AND OUTSIDE ACTIVITIES**

## Definitions

- None

## Process and Procedures

### Disclosure and Reporting of Actual or Apparent Conflicts of Interest

Each USG institution is required to establish procedures whereby employees can disclose potential, actual, or apparent conflicts of interest. These procedures should anticipate instances when disclosure to an employee's immediate supervisor may not be feasible.

USG institution employees should follow the procedures established at their institution to disclose potential, actual or apparent conflicts of interest. University System Office employees should disclose potential, actual or apparent conflicts of interest through their supervisor to the USG Office of Ethics and Compliance.

### Compensated Outside Activities Approval Process

Each USG employee with a work commitment of 30 or more hours per week (.75 or > FTE), and faculty members on contracts of nine months or more must obtain written approval prior to engaging in Compensated Outside Activities that relate to the employee's expertise or responsibilities as a USG employee. Such activities include consulting, teaching, speaking, and participating in business, professional, or service enterprises.

Employees who work on a part-time basis of less than 30 hours per week (.75 or < FTE), and faculty members on a contract term of less than nine months a year, do not need written approval in advance of engaging in Compensated Outside Activities so long as the outside activity does not create a conflict of interest or otherwise violate Board policy.

### USG Presidents

USG Presidents must obtain approval to participate in Compensated Outside Activities by completing and submitting the [Outside Activity Approval form](#), included in the forms section, to the USG Office of Ethics and Compliance at the contact information listed below. The USG Office of Ethics and Compliance will review the information in consultation with the USG Office of Legal Affairs and will note any concerns. Final approval for compensated outside activities for USG Presidents will be made by the Chancellor or Chancellor's designee.

### USG Office of Ethics & Compliance

[usg-compliance@usg.edu](mailto:usg-compliance@usg.edu)

(404) 962-3034

Direct Reports of USG Presidents and Those with a Title of Vice President or Equivalent  
Direct reports of USG Presidents and those with a Title of Vice President or Equivalent seeking to participate in Compensated Outside Activities must forward their request through the President's Office to the USG Office of Ethics and Compliance utilizing the [Outside Activity Approval form](#) included in the forms section of this policy. The USG Office of Ethics and Compliance will review

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the information in consultation with the USG Office of Legal Affairs. Any concerns will be noted and provided to the appropriate USG President to address. Final approval for Compensated Outside Activities for USG President direct reports and those with a title of Vice President or equivalent will be made by the appropriate USG President or President's designee. Requests must be reviewed by the USG Office of Ethics and Compliance prior to final approval by the USG institution President.

USG Office of Ethics & Compliance

[usg-compliance@usg.edu](mailto:usg-compliance@usg.edu)

(404) 962-3034

Other Institutional Faculty and Staff Employees

USG Institution employees other than Presidents, direct reports of Presidents, and those with a title of Vice President or equivalent, must obtain written approval prior to engaging in compensated outside activities from the institution President or the President's designee. Employees must utilize procedures established at their institution.

University System Office Employees

University System Office Employees must obtain approval to participate in Compensated Outside Activities by completing and submitting the [Outside Activity Approval form](#), included in the forms section of this policy, through their supervisor to the USG Office of Ethics and Compliance at the contact information listed below.

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#### Responsible Parties and Contact Information

Party	Responsibility	Phone/Email/URL
<b>Vice Chancellor for Human Resources, USG</b>	To maintain a policy, provide advice and guidance to campuses with regard to policy interpretation and application, provide updates as necessary	404-962-3235 <a href="mailto:usg-hr@usg.edu">usg-hr@usg.edu</a>
<b>Institution Chief Human Resources Officers</b>	To ensure a policy is communicated to employees and that compliance occurs	See University System <a href="#">HR Officer Listing</a>
<b>Institution Chief Legal Affairs and USG Legal Affairs</b>	To respond to policy questions and to ensure compliance occurs	USG: 404-962-3255 USG: <a href="mailto:usg-legal@usg.edu">usg-legal@usg.edu</a> Institutions: refer to the directory
<b>USG Office of Ethics &amp; Compliance</b>	Oversight Responsibility for COI and approval of compensated outside activities.	USG: (404) 962-3034 USG: <a href="mailto:Wesley.Horne@usg.edu">Wesley.Horne@usg.edu</a>
<b>Institution Chief Audit Officer and USG Audit Office</b>	To audit compliance with policy	USG: 404-962-3068 USG: <a href="mailto:Jenna.Wiese@usg.edu">Jenna.Wiese@usg.edu</a> Institutions: refer to the directory

#### Website Address for This Policy

- [HRAP on Conflict of Interest](#)

#### Appendices (Internal Documents, Forms, and Web Links)

- [BOR Policy Manual 8.2.18.2](#)
- [USG Conflict of Interest Resources Page](#)
- Forms: These forms must be completed when seeking approval to engage in compensated outside activities
  - [USG Presidents](#)
  - [Direct Reports of USG Presidents and VPs](#)
  - [USO Employees](#)

#### Related Documents and Resources (External)

- Conflict of Interest Statutes O.C.G.A. §45-10-20 through §45-10-70

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