



Policy Approval/Review Form

This form is used for the approval, amendment, removal or review of a Gordon State College policy. Once authorized with the President's Signature, the policy will be posted to the Gordon State Website. This approval form will be filed in the Office of the President with Cabinet minutes noting approval.

Policy Title *	Compensated Outside Activities
Department/Organization	Human Resources
Policy Editor	Madelyn Brown
Request Type	New ☐ Amended/Edited ☒ Removed ☐ Reviewed Only ☐

OBJECTIVE (Briefly state your purpose.)

Revise policy to appoint the President's designee for approving compensated outside activities with vendors as the Chief Business Officer and as the applicable Vice President for approving all other compensated outside activities.

RESOURCES AND CONSULTATION (Briefly describe the resources (i.e. website, link) used in developing, amending, removing, or reviewing the policy. Include names of other individuals who assisted with this change.)

BOR Policy 8.2.18.2, Conflicts of Interest, Conflicts of Commitment, and Outside Activities
O.C.G.A. § 45-10-20 through § 45-10-70
USG HRAP Policy on Conflicts of Interest, Conflicts of Commitment and Outside Activities

COMMUNICATION PLAN (Identify how information about how the policy will be communicated to the college as well as training plans if applicable.)

Email to all employees
Post revised policy to website

Authorizations

Chair/Dean/or Supervisor Signature and Date: _____

Cabinet Sponsor (VP) Signature and Date: _____

President Signature and Date: _____

Madelyn Brown
Digitally signed by Madelyn Brown
Date: 2024.02.07 07:56:03 -05'00'

Donald Green
Digitally signed by Donald Green
Date: 2024.02.08 14:22:11 -05'00'

***Policy Template must be submitted with this form.**



Policy Name:	Compensated Outside Activities				
Section #:		Section Title:			
Responsible Cabinet Member:	Director of Human Resources	Proposed:	12/21/23	Adopted:	
Responsible Office:	Office of Human Resources	Reviewed:		Revised:	
Contact:	Director of Human Resources	Approved:	1/31/24	Webpage:	

1. Policy Statement

Each Gordon State College employee shall make every reasonable effort to avoid potential, actual or apparent conflicts of interest.

Each employee has an ongoing responsibility to report and fully disclose any personal, professional, or financial interest, relationship, or activity that has the potential to create an actual or apparent conflict of interest with respect to the employee's duties at Gordon State College.

2. Reason for Policy

Gordon State College adopted this policy to ensure employees make every reasonable effort to avoid potential, actual or apparent conflicts of interest in accordance with the University System of Georgia Board of Regents policy section 8.2.18.2.

3. Who Should Read this Policy

All employees of Gordon State College should read this policy.

4. Resources

[BOR Policy 8.2.18.2 Conflicts of Interest, Conflicts of Commitment, and Outside Activities](#)

O.C.G.A. § 45-10-20 through § 45-10-70

[USG HRAP Policy on Conflicts of Interest, Conflicts of Commitment and Outside Activities](#)

5. Definitions

Apparent Conflict of Interest: When a reasonable person would conclude from the circumstances that the employee's ability to protect the public interest, or perform public duties, is compromised by a personal, financial, or business interest. An apparent conflict can exist even in the absence of a legal conflict of interest.

Compensation: Any payment, deferred payment, equity, or deferred equity provided in exchange for the expectation that the faculty member will perform work or services for the benefit of the outside payer. Compensation does not include standard Honoraria.

Honoraria: Any payments given for professional or voluntary services that are rendered nominally without charge, and any payments in recognition of these services typically forbids a price to be set. See Section 8.2.18.4 Gratuities for guidance on accepting expense reimbursement from outside parties.

6. The Policy

Compensated Outside Activities of Faculty and Staff

Each Gordon State College employee with a work commitment of 30 or more hours per week (.75 or more FTE) or contract 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 with the institution. Such activities include, but are not limited to, 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, and faculty members on a contract term of less than nine months a year, or less than .75 FTE, 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, such as consulting with or otherwise receiving compensation from a current or potential vendor (addressed below)

Required Leave and Honoraria for Compensated Outside Activities

Faculty and Staff must take annual leave for outside activities during work hours consistent with the institutional procedures governing the use of leave.

Staff may not receive Honoraria for activities during the employee's work hours.

Compensated Outside Activities with Vendors

Gordon State College employees are generally prohibited from consulting with or otherwise receiving compensation from a current vendor of, or an entity seeking a vendor relationship with, the institution.

Exceptions to this provision may be granted on a case-by-case basis by the President or President's designee consistent with Board Policy. For such approvals, the Chief Business Officer will serve as the President's designee. All such approvals must be received in writing prior to engagement in the activity.

Guidelines for Disclosure and Approval of Compensated Outside Activities

Staff with a work commitment of 30 or more hours per week and faculty on contracts of nine months or more may engage in compensated outside activities, provided that the below requirements are met.

- All proposed compensated outside activities are disclosed by submitting the Compensated Outside Activities Approval Form and receiving approval in advance of the activity.
- Engaging in compensated outside activities without prior approval will be considered a violation of this Policy.
- In addition to completing the Compensated Outside Activities Approval Form in advance of initial engagement in such activity, employees are also required to complete the form on not less than an annual basis and in the event that the days or hours during which such activity is scheduled change from the most recent form submission.
- During periods when a faculty member is not on payroll for 0.75 or more FTE, including during summer months, there is no limit to the number of days per month the faculty member can engage in compensated outside activities.
- Compensated outside activities must not create a conflict of interest or, if they do create a conflict of interest, that conflict of interest must be disclosed, and a management plan established by the applicable Vice President before the employee performs the compensated outside activity.

- An employee may not use Gordon State College personnel, equipment, facilities, or materials in performing compensated outside activities absent prior institutional approval, consistent with Board of Regents Policy 8.2.18.2.
- Requests for direct reports of the President and the President to participate in compensated outside activities require submitting the USG Conflict Of Interest Form to the USG Office of Ethics and Compliance through the President's Office. Final approval for compensated outside activities for the President will be made by the Chancellor.
- All other employees must obtain written approval from their Supervisor, and applicable Vice President, who shall serve as the President's Designee, utilizing the Compensated Outside Activity Approval Form and this policy, as required by above referenced Board Policy.
- The Approver is responsible for reviewing requests and has the responsibility to thoroughly review the submitted information, request additional details as needed, and approve or reject the proposed compensated outside activity. Specific consideration must be given to whether the proposed compensated outside activity creates a conflict of commitment or conflict of interest. The Approver must determine whether the employee has competing interests or loyalties that are, or potentially could be, at odds with the interest of the institution or whether the employee's compensated outside activities interfere with the regular and punctual discharge of the employee's official duties. The Approver may approve the proposed compensated outside activity as submitted, request additional information or clarification, or reject outright if, at the discretion of the Approver, the work creates a conflict of interest that cannot be appropriately managed. Approved requests are submitted to and retained by Human Resources.

Failure to Disclose Outside Consulting and/or Lack of Adherence to this Policy

An employee's failure to comply with this Policy, including failure to accurately and timely disclose all compensated outside activities, is grounds for disciplinary action, up to and including termination. For faculty members, lack of adherence to this Policy, is considered neglect of duty and is grounds for disciplinary action, including the possibility of suspension and dismissal.