

Procedure Title: Conflict of Interest

Impact: Employees

Responsibility: Human Resources

Effective Date: 1/28/98

Last Update: 03/19/15

Relates to Policy: 3.02.15

Legal Citation(s): Idaho Code Sections 73-507, 97-702 through 97-705

I. Procedure

In cases where a conflict of interest or the potential for conflict of interest is believed to exist, the trustee, employee, or consultant (which are hereafter referred to as “public officers”) involved shall prepare a written statement describing the nature of the conflict of interest and deliver it to the College President. The president may obtain an advisory opinion from legal counsel. During the period when an advisory opinion is being sought, the public officer will take no official action, make no formal decision, and make no recommendation for action or decision making, and shall remove himself/herself from all discussions pertaining to matters in any way related to the potential conflict of interest.

If there is a determination that no conflict of interest exists, the public officer may resume all activities associated with his/her normal duties. If it is determined that a conflict of interest does exist or that there is a potential for a conflict of interest, the public officer shall make additional disclosures to all persons or organizations involved or affected, remove herself/himself from all actions, recommendations, and discussions as described elsewhere in this policy/procedure, and the president shall delegate all responsibilities and activities involved to someone for whom no conflict of interest exists.

Disclosure of a conflict of interest does not affect a public officer’s authority to be counted for purposes of a quorum. Any public officer who intentionally fails to disclose a conflict of interest shall be subject to the penalties provided in Idaho law, which include a fine not to exceed \$500, as well as any further discipline as may be determined by the board of trustees.