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3 **ARTICLE 19**

4 ***CONFLICT OF INTEREST OR COMMITMENT/OUTSIDE ACTIVITY***

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6 **19.1 Policy.**

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

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

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

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20 **19.2 Definitions.**

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

26 (b) "Conflict of Interest" shall mean:

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

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

32 (c) "Conflict of Commitment" shall mean:

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

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

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38 **19.3 Conflicts of Interest/Commitment Prohibited.** Unmitigated conflicts of interest  
39 and commitment, including those arising from University or outside activities, are prohibited.  
40 Employees are responsible for resolving such conflicts of interest or commitment, working in  
41 conjunction with their supervisors and other University officials.

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43 **19.4 Report of Outside Activity/Financial Interest.**

44 (a) An employee who proposes to engage in outside activity, including but not limited to  
45 one that could reasonably be concluded to create a conflict of interest or commitment, or  
46 proposes to hold a financial interest that may create a conflict of interest, shall report the  
47 details of such proposed activity or financial interest on the Potential Outside Activity,  
48 Employment, and Conflict of Interest and Commitment Disclosure form before engaging  
49 therein. Employment at other institutions of higher learning can create a conflict of interest  
50 or commitment.

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

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

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

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

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

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

65 (c) A new report shall be submitted annually and **updated throughout the academic year**  
66 **prior to engaging in a new** ~~or when an~~ outside activity, begins, or when activities  
67 substantially changes (e.g., expansion of outside activity, new source of funding) or has not  
68 been previously reported.

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

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74 **19.5 Expedited Grievance Procedure.**

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

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

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

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

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

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

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