

University of Arkansas at Pine Bluff  
Faculty/Staff Handbook

**Policy: EMPLOYEE AND CONTRACTOR CONFLICT OF INTEREST**

**Policy #: 7.5**

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BOARD POLICY

330.1

EMPLOYEE AND CONTRACTOR CONFLICT OF INTEREST

I. General Purpose.

It is the policy of the Board of Trustees to assure that employees of the University of Arkansas and persons or entities contracting with the University of Arkansas abide by laws applicable to them in performing their responsibilities and specifically that they conduct their activities in accordance with applicable law, regulations and policies governing ethical conduct and ethics in public purchasing and contracting.

II. Contracts and Grants Prohibited Without Review and Approval.

A. The University shall not, without approval by the Chancellor, Vice President for Agriculture, Director of the Arkansas Archeological Survey, Director of the Criminal Justice Institute, or their designee, enter into, extend, amend, or renew a contract with, or award a discretionary grant to, current or former:

- (1) members of the Arkansas General Assembly,
- (2) constitutional officers,
- (3) board or commission members,
- (4) state employees,
- (5) the immediate family member, including the spouse, of any of (1) through (4), or
- (6) any entity in which any person designated in (1) through (5) holds any position of control, or holds any ownership interest of ten percent (10%) or greater.

B. The Chancellor or other appropriate official shall consult with the President prior to approving a contract with a current or former member of the Arkansas General Assembly, their immediate family member, or any entity in which such person holds any position of control or holds any ownership interest of ten percent (10%) or greater.

III. Employment Prohibited Without Review and Approval.

A. The University shall not, without approval by the Chancellor, Vice President for Agriculture, Director of the Arkansas Archeological Survey, Director of the Criminal Justice Institute, or their designee, hire the following persons:

- (1) members of the Arkansas General Assembly during their term of office,
- (2) constitutional officers during their term of office,

- (3) former members of the Arkansas General Assembly in any job created or enhanced by legislation in the two-year period immediately preceding the end of that person's term of office,
- (4) former constitutional officers in any job created or enhanced by legislation in the two-year period immediately preceding the end of that person's term of office, and
- (5) the immediate family member, including the spouse, of members of the General Assembly, constitutional officers, and state employees.

B. The Chancellor, Vice President for Agriculture, Director of the Arkansas Archeological Survey, or Director of the Criminal Justice Institute shall consult with the President prior to approving the hiring of persons in categories (1) through (4) above.

#### IV. Conflict of Interest Policies.

The President shall assure that each campus of the University, including the Division of Agriculture, the Arkansas Archeological Survey, the Criminal Justice Institute and the University of Arkansas System Office establish conflict of interest policies applicable to employees at the campus, division or unit and to persons or entities contracting with the University which are applicable to the campus, division or unit.

The policies shall assure adequate disclosure of conflicts of interest and a method for resolving such conflicts. The policies shall specifically assure that employees in purchasing, billing, collections, financial offices, and offices otherwise engaged in contracting for expenditure or receipt of funds shall not accept gifts or gratuities from persons or entities contracting with or otherwise engaged in business with the University.

The President shall further assure that policies are adopted which appropriately notify employees and persons or entities contracting with the University of this conflict of interest policy and policies adopted pursuant to it, provisions of the Ethics in Public Contracting Law and other applicable laws dealing with conflict of interest and ethical conduct of public employees and contractors.

#### V. Delegation of Authority to President.

The Board delegates to the President the authority to implement this policy by Universitywide Administrative Memorandum to assure appropriate disclosure and reporting to coordinate with applicable laws and regulations. The President may exempt certain contractors, employees or classes of contractors and employees from the provisions of this policy. The President may also expand upon the provisions of this policy to accomplish its objectives.

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