

JAMES A. RHODES STATE COLLEGE
HUMAN RESOURCES POLICY STATEMENT

This policy and/or procedure provides operating principles for Human Resources issues at James A. Rhodes State College. It supersedes any prior policy covering the specific subject. This policy and/or procedure may be suspended, modified or cancelled as determined by the College. This policy and/or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.

This policy and/or procedure is provided on-line for the convenience of access for College employees. It is created in WordPerfect and is in “read-only” format. The file can be opened, reviewed and/or printed for reference. The original policy will be the governing copy and is on file in Human Resources.

(Specific Policy Follows on Next Page)

CONFLICT OF INTEREST

Policy 5.8
BOT 4-16-96

Applies to: All Full-Time Faculty and Staff

Policy

- A. Full-time regular members of the James A. Rhodes State College faculty and staff may render professional and technological services in the public interest to individuals, groups, associations and societies, departments of government, business and industrial firms, and others--and may receive compensation therefore from those served--under the following terms and conditions:
- In no case shall such outside employment interfere with the specified regular duties and the effective service of the faculty/staff member.
 - The nature of such outside employment, the estimated duration of the work, the estimated time required to perform it (in terms of hours per week, or per month, or per quarter) and the name of the employer for whom the work will be performed shall be on record in the office of the appropriate vice president.
- A. The Lima Campus buildings, grounds and equipment are provided by state and federal governments and by private gift for instruction, research, and public service. All arrangements for the use of Lima Campus facilities and space or equipment in the use of research, testing, and consultant work with remuneration from outside The Ohio State University or James A. Rhodes State College need prior approval of the president.
- B. No member of the faculty/staff shall accept employment which specified him/her as an expert, consultant, investigator or any other assignment which conflicts with statutes of the State of Ohio or Ohio ethics laws, as well as with Section 510 of the National Science Foundation's Grant Policy Manual.
1. In reference to and accordance with Section 510 of the National Science Foundation's Grant Policy Manual, the Director of Human Resources will represent James A. Rhodes State College in serving to review significant financial interests of the investigator, co-principal investigator, or project director and shall maintain appropriate files in accordance with Section 510.
- C. The James A. Rhodes State College cannot assume, and must not be placed in the position of assuming, any responsibility for private professional or technological services rendered by members of the faculty or staff. When a member of the faculty or staff does work in a private capacity, he/she must make it clear to those who employ him/her that such work is being performed as a private contractor, and that the name and authority of the James A. Rhodes State College are not in any way, by publicity, advertising, or otherwise, to be connected with the service rendered or the results obtained.

James A. Rhodes State College stationery and postage shall be used only in correspondence or reports relating to official James A. Rhodes State College work.

PLEASE NOTE: A copy of the Request for Permission to Perform Outside Professional Service for Supplemental Compensation Form is attached for your convenience.

**JAMES A. RHODES STATE COLLEGE
REQUEST FOR AGREEMENT TO PERFORM OUTSIDE PROFESSIONAL SERVICE
FOR SUPPLEMENTAL COMPENSATION**

INSTRUCTIONS: To complete this form, record your name, "R" number and department and indicate who will receive the service, the nature of the service, dates, hours, and necessary facilities. Submit a completed form to your supervisor. After review and approval by your supervisor and appropriate dean or vice president, this form will be filed as an agreement between the employee and the College for the employee to perform outside professional services.

Full Name _____ **Rhodes I. D. Number** _____

Department _____

Complete this section in full if you anticipate receiving **Supplemental Compensation from Outside Professional Services**.

1. Person, firm, agency receiving services: _____

Describe nature of services: _____

2. Effective dates of outside activity: From _____ To _____

3. Estimated hours per week: _____ Estimated total hours: _____

4. Services require use of College facilities? _____ If yes, describe: _____

(NOTE: President's approval required for use of College facilities)

CERTIFICATION: I hereby certify that during the course of this activity for which I am seeking agreement, my assigned duties, responsibilities and professional development at James A. Rhodes State College will not be adversely affected. I further certify that I have read and understand the College's Conflict of Interest Policy and that I will comply with the policy and understand that my failure to comply will subject me to disciplinary action.

Signature _____ Date _____

Supervisor _____ Date _____

Cabinet Member _____ Date _____