

SUBJECT: Report of Potential Conflict of Interest, Outside Activity/Employment for A&P or USPS	Effective Date: 6/10/2012	Procedure Number: FS 2012 RM0014	
	Supersedes:	Page 1	Of 2
	Responsible Authority: Associate Vice President, Administration and Finance (Facilities and Safety)		

APPLICABILITY/ACCOUNTABILITY:

In accordance with University of Central Florida regulation UCF-3.018, Conflict of Interest or Commitment; Outside Activity or Employment, this procedure applies to all departments and employees within Facilities and Safety (Facilities and Safety).

PROCEDURE STATEMENT:

Employees must report potential conflict of interest and outside activity/employment to UCF. All employees within Facilities and Safety are required to complete and/or update a Conflict of Interest Form (HR-11) once a year upon request.

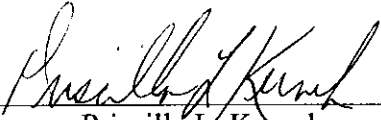
DEFINITIONS:

The Conflict of Interest Form is utilized to determine if an employee's outside activity or employment is a conflict of interest or interferes in any way with regular UCF employment.

PROCEDURE:

The Facilities and Safety Personnel Office will email an annual reminder to supervisors in June. Supervisors will have all employees complete a Conflict of Interest Form. It is the supervisor's responsibility to distribute the form to each employee and submit his or her unit's completed forms to the Personnel Office. The Personnel Office will keep a tracking log to ensure all F&S employees submit the forms. All Conflict of Interest Forms will be due the first week of July. The tracking log will be scanned and saved on the T: Drive in the Personnel Folder.

If there is no conflict of interest, the Facilities and Safety Personnel Office will retain the Conflict of Interest Forms in the employees' personnel files. If a conflict of interest is identified, a conference must be held to resolve concerns. If the concerns are not resolved, the matter will be brought to the Associate Vice President, Administration and Finance (Facilities and Safety) and the Vice President, Administration and Finance for consideration.

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President Administration and Finance Facilities and Safety	6/10/12