

CONFLICT OF INTEREST

University policy states that no employee of the University shall engage in any activity which conflicts in any way with his/her University duties and responsibilities.

Outside Employment

A full-time employee who accepts employment elsewhere in addition to his/her regular duties must be sure that:

- a) There is no interference with the performance of duties at the University.
- b) There is no conflict of interest as a result of the additional employment. The employee should discuss outside employment in advance with his/her supervisor if the potential exists for a conflict of interest.
- c) No resources of the University will be utilized for purposes of his/her additional employment.

Nepotism

No employee may hire or supervise a member of his/her immediate family without the expressed, written consent of the Board of Regents. For the purposes of this policy, immediate family is defined as the wife, husband, children, parents, grandparents, grandchildren, brothers, sisters, daughters-in-law, sons-in-law, guardians, wards, stepfathers, stepmothers, stepdaughters, stepsons, uncles, aunts, cousins or persons bearing the same relationship to the employee's spouse.

In 1986, the Nebraska State Legislature passed LB548, which requires that public employees and officials employing, recommending the employment of, or supervising the employment of an immediate family member must disclose the fact. For the purposes of this legislation, immediate family is defined as "a child residing in the individual's household, a spouse of the individual, or an individual claimed by the public official or employee or his or her spouse as a dependent for federal income tax purposes." The Nebraska Accountability and Disclosure Commission developed NADC form C-4 for the disclosure statement. Employees may request a blank form from the Human Resources Office. The Human Resources Office will be responsible for filing the completed forms with the office of the Corporation Secretary at Varner Hall in Lincoln.

Political Activities

University employees enjoy the full rights of citizens to participate in the political life of Nebraska and the United States. Such activities, however, must not interfere with the staff member's University duties. Accordingly, a University employee who contemplates filing as a candidate for a part-time public office or accepting appointment to such office will notify his/her supervisor and the Chancellor in writing. The Chancellor shall determine the extent to which such political activities will interfere with the employee's duties and his/her compensation will be adjusted accordingly.

A member of the staff seeking full-time public office is required to take a leave of absence without pay during the period of time he/she will be a candidate in either the primary or general election (or both). If an employee is elected or appointed to a full-time public office, he/she must resign from the University, effective on the date he/she assumes office. Prospective candidates should consult Section 3.9 of the Regents' Bylaws for additional details on these matters.

Like all citizens, members of the UNO staff are free to speak out on public issues or other matters of concern; however, employees should refrain from speaking out on these issues during their work hours. During non-working hours, employees may make use of the public forum to express their views on particular issues. Generally, for these purposes it is assumed that University park areas, streets, and sidewalks are public forums. Employees must avoid implying that they are official spokespersons for the University except when authorized to act in such capacity.

Stationery

The use of University letterhead stationery for personal business is unauthorized. Such use inescapably conveys the impression the University is involved in these matters.

Use of University Property

At times it is necessary to take University property off campus for professional use. Written permission to use the property should be obtained from the University official responsible for it. The authorization should accompany the item and a copy should remain in the granting official's files.

