

# PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5002 Conflict of Interest;  
Employment Requirements**

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## **BOARD POLICY**

### General Requirements

No employee shall engage in any activity that conflicts or appears to conflict with his or her duties and responsibilities at a College or the System Office.

Employees shall:

- a) Be informed of conflict of interest perils and remain alert to them in personal activities;
- b) Make certain that no outside activities interfere with the employee's discharge of his or her College or System Office obligations;
- c) Freely and without delay disclose outside activities to the Chancellor regarding situations that could involve, or be construed as, conflicts of interest;
- d) Not use, or authorize the use of public resources, personnel, property or funds under their official care, custody, or control for personal financial gain or the financial gain of an immediate family member; and,
- e) Take action according to Neb. Rev. Stat. §49-1499.02 to disclose potential conflicts of interest when they would be required to take any action or make any decision in the discharge of official duties that may cause financial benefit or detriment to the employee, a member of the employee's immediate family, or a business with which the employee is associated.

### Contracts

No employee, a member of the employee's immediate family, or business with which the employee is associated shall enter into a contract valued at two thousand dollars or more, in any one year, with a governmental body unless the contract is awarded through an open and public process in compliance with Neb. Rev. Stat. § 49-14,102.

### Nepotism

Nepotism means the act of hiring, promoting or advancing a family member within the Nebraska State College System or recommending the hiring, promotion, or advancement of a family member in the Nebraska State College System, including initial appointment and transfer to other positions. Employees are prohibited from engaging in nepotism.

Further, no employee shall act as a supervisor to his or her family member. Acting as a supervisor means having authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline employees, responsibility to direct them or to adjust their grievances, or effectively to recommend any such action. Employees are prohibited from supervising family members within the Nebraska State College System.

The Chancellor may, upon a written showing of good cause, grant an exception to these prohibitions. The written showing of good cause shall be filed with the Accountability and Disclosure Commission and shall be considered a public record.

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An employee who becomes a supervisor to his or her family member other than by means of nepotism shall notify the Chancellor within seven (7) days of such occurrence and may continue to act as a supervisor until the Chancellor remedies the situation or grants an exception to the prohibition. The Chancellor shall act as soon as practicable.

For purposes of this policy, family member shall mean spouse, child, parent, brother, sister, grandchild, or grandparent, by blood, marriage, or adoption.

Legal Reference: Neb. Rev. Stat.  
RRS §49-1499.07 Executive branch; nepotism prohibited; restrictions on supervisors; legislative intent for legislative branch and judicial branch  
RRS§49-1499.02 Executive branch; discharge of official duties; potential conflict; actions required  
RRS§49-14, 102 Contracts with government bodies; procedure; purpose

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