



Personnel Policies for Lincoln University

The guiding principle for these policies is *The Rules and Regulation of Lincoln University • Chapter I University Governance: Structure and Functions • Chapter VI Administration and Finance • Chapter VIII University Employment • HRSHB 5.11*

Effective August 13, 2009

[Letter from the President](#)

[Rules and Regulations](#)

[Adjunct Handbook](#)

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[Faculty Handbook](#)

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[Staff Handbook](#)

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Conflict of Interest

Employees covered by this policy

This policy applies to all Faculty, Staff and Hourly employees at LU and applicants of positions.

Policy

Lincoln University employees are expected to meet the specific responsibilities, requirements, and obligations of their positions and to pursue related professional activities in a manner that precludes conflict of interest or commitment. While the university encourages employees to engage in professional and creative activities and public service, and to engage in and disseminate research, such pursuits must not result in any type of personal gain that would improperly influence the performance of the employee's university duties. A conflict of interest is defined as any situation in which an employee's judgment or conduct in the performance of her/his official duties for the university could be influenced, or might give the appearance of being influenced, by the employee's familial, personal, or business relationship with a third party. Areas in which conflicts of interest may arise include but are not limited to the following:

1. **Secondary Employment:** An employee's secondary employment, business, and/or activities must not interfere with the employee's university position or duties nor represent a conflict of interest as defined above and in the Revised Missouri State Statutes. Such secondary employment, business, and/or activities also must not interfere with the regularly scheduled hours for which an employee is expected to perform her/his university duties.
2. **Consulting:** University faculty and other exempt employees involved in financially profitable consulting activities. Consulting is a significant means of professional improvement as well as a form of community service. However, consultation may in some instances also constitute a business interest requiring disclosure and approval when the entity for which the employee consults transacts business with the university or is in competition with the university, or where the consultation itself competes with the work of the university.

Consulting activities are therefore allowable under the following circumstances and with the following stipulations:

- The consulting activity is related to the professional interest and development of the faculty member or other exempt employee.
 - The consulting activity does not interfere with the time and energy required of the employee by her/his primary responsibility to the university.
 - The employee does not utilize university materials, facilities, and other resources for the consulting activity.
 - The consulting activity does not compete with the work of the university, and is not contrary to the best interests of the university.
 - The consulting activity does not violate federal or state law.
 - The consulting activity does not represent a conflict of interest under any other policies of the university.
3. Grants or Contract: University employees will not enter into any grant or contract, or any type of business arrangement with the university through which they will profit financially. Employees shall not receive any personal gain, in any form, from any purchase of goods or services by the institution. Employees shall not accept any gift, gratuity, or other reward with monetary value from any person or entity which transacts business with the institution or which seeks to transact business. If an employee holds interest in any firm or corporation with which the university begins proceedings for entering into a grant or contract, the employee will disclose such interest, in writing, to her/his supervisor who shall make such fact known to the university department or unit initiating the grant or contract.
4. Direct Financial Benefits: University employees may not receive any direct financial benefit from the sale of textbooks or other educational materials to students at the institution. The employee may; however, profit from the sale of such materials to other universities, libraries, etc.

