

Jefferson County Policies & Procedures

Policy Name:	Conflict of Interest	Approved:	4/28/2011
Policy Number:	214	Author:	Boyde
Associated:			

POLICY

The Jefferson County Commission expects all employees to exercise sound judgment in avoiding outside employment or commitments which might create a conflict of interest, or which might be detrimental to the functions of Jefferson County Government.

PROVISIONS

For the purposes of this policy, a conflict of interest shall be defined as anything which reduces the effectiveness, credibility, efficiency, or integrity of any County position or department, or which places any County employee in a position which is adversarial or detrimental to County Government.

This policy does not impose any restrictions on outside activities of County employees other than those necessary for the effective operation of County Government. The Jefferson County Commission recognizes that employees may take part in legitimate financial, charitable, and other activities outside of their county employment. However, any potential conflict of interest raised by those activities must be promptly disclosed as provided for in this policy.

This policy is intended to supplement the provisions of the State Ethics Act. Activity which does not violate that Act may constitute a violation of this policy. In addition, violations of the State Ethics Act may also be considered violations of this policy.

The employee’s Elected Official/Department Head and the County Administrator will be responsible to review all cases of possible conflict of interest.

PROCEDURES

No employee, during the course of their full-time employment with Jefferson County Government will:

- Engage in outside employment or other commitments which create, may create, or give the appearance of creating a conflict of interest;
- Use the authority of their County position to solicit or promote personal business;
- Solicit or promote personal business or other private activities during County hours of operation;
- Use of County materials/resources, supplies, telephones, proprietary or confidential information, or access to County records or resources, to advance outside employment, personal business, finances, or other interests.

It shall be the responsibility of the employee to notify their Elected Official/Department Head of any situation in which a conflict of interest may occur. Such notice shall be provided as soon as the employee becomes aware of the situation, or the potential for conflict. Whenever possible, an

employee shall request prior approval of outside employment or activities which may result in a potential conflict of interest.

The Elected Official/ Department Head, in consultation with the County Administrator, will review each situation.

The review will take into consideration the duties of the employee's County position and the nature of the outside employment or activity.

Where a conflict of interest, or potential conflict of interest, or other violation of this policy is identified, the employee will be directed to cease the outside employment or other activity, or specific restrictions may be placed upon the outside employment or activity.

Continued violation will result in disciplinary action up to and including dismissal. The County Commission will have the final authority where there is a difference of opinion between the involved parties (i.e. employee/Elected Official/Department Head/County Administrator) as to whether or not a conflict of interest or potential conflict of interest exists.