

## Compliance Alerts!

### Conflict of Interest and Commitment Forms

The [Conflict of Interest and Commitment External Professional Activities for Pay](#) policy governs external relationships between Fayetteville State University (University) and its employees. The policy is intended to ensure that University employees adhere to state and federal regulations and UNC and University policies related to conflicts of interest in research and non-research activities and external professional activities for pay. Unless specifically exempted, this Policy applies to employees subject to (SHRA) and employees exempt from (EHRA) the State Personnel Act. Employees not complying with this Policy will be subject to disciplinary action.

#### What is Conflict of Interest?

A conflict of interest relates to situations in which financial or other personal considerations, circumstances, or relationships may compromise, may involve the potential for compromising, or may have the appearance of compromising an employee's objectivity in meeting the employee's University duties or responsibilities, including research, service and teaching activities and administrative duties.

A University employee may have a conflict of interest when the employee, or any member of the employee's immediate family, has a personal interest in an activity that may affect decision making with respect to the employee's responsibilities. While a Conflict of Interest may result from nonfinancial interests or considerations, most Conflicts of Interest result from a Financial Interest of an employee who is in a position to make a supervisory, academic, or administrative decision which may be compromised because of potential financial gain from a Financial Interest.

#### What is Conflict of Commitment?

A conflict of commitment relates to the distribution of time and effort between obligations to an employee's University employment and the employee's participation in other activities outside of the employee's University employment.

A conflict of commitment occurs when the pursuit of such outside activities involves an inordinate investment of time or is conducted at a time that interferes with the employee's fulfillment of the employee's University employment responsibilities.

#### Conflict of Interest and Commitment Form

- An employee Subject to the Human Resources Act (SHRA) who seeks secondary employment must complete a Secondary Pay and Employment form and the Conflict of Interest and Commitment form.
- EHRA faculty and non-faculty employees who seek to engage in an external professional activity for pay may need to complete the external professional activity for pay form in addition to the Conflict of Interest and Commitment form.

**The Conflict of Interest and Commitment forms must be updated whenever an employee's status changes, contact the office of Human Resources - Employee Relations to have a form sent to you through PeopleAdmin. The Conflict of Interest and Commitment form requires two steps: Employee section and Supervisor review section.**

For more information, contact the Office of Human Resources in the Barber Building, Suite 05  
(910) 672-1821, [hrinfo@uncfsu.edu](mailto:hrinfo@uncfsu.edu).