POLICY:
All Georgia Perimeter College employees will avoid actual or apparent conflicts of interest.

PROCEDURE:
An apparent “conflict of interest” exists when a reasonable person would conclude that an employee’s ability to perform assigned duties and protect the interests of the college is compromised by personal interests. An appearance of conflict of interest can exist even in the absence of a legal conflict of interest (O.C.G.A. 45-10-20 through 70).

Conflicts of Interest
Conflicts of interest include but are not limited to the following:

- If an employee exercises supervisory or academic authority over a family member or person with whom the employee has a romantic or sexual relationship;
- If an employee working full-time at any University System of Georgia (USG) institution is employed at another USG institution or State of Georgia agency without permission from the primary institution. (See “Joint Staffing” below.);
- If an employee or a company in which the employee or his/her family member owns more than twenty-five percent of the assets transacts business with Georgia Perimeter College (GPC) or the USG;
- If an employee holds elected state or federal office.

Exceptions

- Joint Staffing
Working full-time at any USG institution while employed at any other USG institution or State of Georgia agency is a conflict of interest unless an agreement is negotiated between both institutions following the USG process.
For additional “Exceptions,” see O.C.G.A. 45-10 Article 2.

State Business Transaction Disclosure

If “Exceptions” (O.C.G.A. 45-10 Article 2) apply to the exchange of money for services or goods, the employee must file a State Business Transaction Disclosure Report when the amount of any individual transaction exceeds $250 or the aggregate of all transactions exceeds $9,000 per calendar year. This report is due on January 31 in the Office of the Secretary of State and must list each transaction and the dollar amounts involved.

Violation

Employees found in violation of this policy may be subject to disciplinary measures up to and including separation from the college as well as civil and criminal charges.

Approved by CAB 7/27/00
Approved by PPAB 2/20/12