July 29, 2014

MEMORANDUM

TO: EPA Employees

FROM: Gayle Davis
Director, UNC General Administration Human Resources

SUBJECT: Response Required
Annual Conflict of Interest and/or Commitment Reporting (COI) Reminder - Notice of Intent for External Professional Activities for Pay

Conflict of Interest and/or Commitment
Board of Governors’ policy requires all University EPA employees to complete an annual conflict of interest report. The intent of the policy and regulation is to ensure employee financial interests do not bias the employee in his/her university responsibilities (Conflict of Interest) and employee external professional activities do not interfere with fulfillment of the employee’s university responsibilities (Conflict of Commitment). The following are links to these policies and regulations: [Policy 300.2.2 and Regulation 300.2.2.1[R] and Regulation 300.2.2.2[R].

You are asked to report your financial interest for the preceding twelve month period (July 1, 2013 through June 30, 2014). Following are the links to the COI disclosure form (Annual Report of Potential Financial Interests or Relationships), a set of Frequently Asked Questions, Definitions, and the Conflict of Interest Disclosure Process.

The COI disclosure form must be signed by you and your supervisor, and returned to Gayle Davis in Human Resources by **August 15, 2014.**

External Activities for Pay
This is a related topic to conflicts of interest. All EPA employees are required to obtain prior approval before engaging in External Professional Activities for Pay; examples include consulting, serving on paid boards, etc. Quite simply, one’s university job is expected to receive one’s primary professional focus and the University, as an employer, has the right to determine whether additional responsibilities are permissible. This is true regardless of whether the external activity would cause a conflict of interest. Approval for External Professional Activities for Pay is required prior to undertaking the activity and approval is given on a fiscal year basis.

Questions
Please contact David Harrison at 919-962-0330 or harrison@northcarolina.edu or Sarah Smith at 919-962-4557 or smsmith@northcarolina.edu if you have any questions about the UNCGA Conflict of Interest and Commitment reporting process or these policies.