

## Kim A Bolen

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**From:** UGA Administrative Memos  
**Sent:** Friday, September 6, 2019 3:59 PM  
**To:** ADMNDIRECTORS-L@LISTSERV.UGA.EDU  
**Subject:** Resources for Administering BOR Policy 8.2.18.2

TO: Vice Presidents, Deans, Directors, and Department Heads

FROM: Sarah Covert, Associate Provost for Faculty Affairs  
Juan Jarrett, Associate Vice President for Human Resources

RE: Resources for Administering BOR Policy 8.2.18.2

This email is being provided as a follow-up to the recently distributed ArchNews regarding revisions to Board of Regents Policy 8.2.18.2, *Conflicts of Interest, Conflicts of Commitment, and Outside Activities*. As detailed in the ArchNews, the University of Georgia has updated its *Conflicts of Interest, Conflicts of Commitment, and Outside Activities Policy* to align with this Board policy. The following resources are provided to assist you in administering this policy, and in particular, to make it as simple as possible for our faculty and staff. **As a reminder, an employee is not required to obtain written approval nor provide any type of notification prior to engaging in compensated outside activities that do not relate to the employee's expertise or responsibilities as a UGA employee.**

### **Forms for Approval of Compensated Outside Activities:**

- [Staff Notification Form for Pre-Approved Compensated Outside Activities](#) *(This is to ensure that the **notification process** for these staff to engage in compensated outside activities is clear and simple. Procedures for Department Heads and Directors to use in reviewing these pre-approved forms are included on page 2 of the notification form.)*

**Note: Staff should use this notification form if all six of the following conditions are met:**

- (1) The employee's UGA job has no supervisory responsibilities;
  - (2) The compensated outside activity is not for a current or prospective UGA vendor the employee interacts with, supervises, or is involved in the selection or evaluation of;
  - (3) The compensated outside activity occurs outside of the employee's UGA work hours;
  - (4) No UGA resources are utilized in the performance of the compensated outside activity;
  - (5) The employee submits this notification form in advance (except in the case of activities occurring in FY20 and beginning prior to September 5, 2019, which will require notification be made promptly) to the employee's Department Head or Director (with the notification form to be re-submitted annually); and
  - (6) The compensated outside activity complies with any unit-specific restrictions imposed by the employee's unit, as approved in writing by Human Resources.
- [Compensated Outside Activities Approval Form](#) *(This is to ensure the appropriate information is collected, so the **approval process** for faculty and supervisory staff is clear and simple.)*

Note: The Compensated Outside Activities Approval Form should be used if one of the six conditions required to use the Staff Notification Form for Pre-Approved Compensated Outside Activities is **not** met.

**Form for Disclosing Actual or Apparent Conflict of Interest:**

- [Conflict of Interest Disclosure Form](#) (This is to ensure the appropriate information is disclosed and addressed in the case of an actual or perceived conflict of interest, so that the **process** is clear and simple.)

For questions related to staff, please contact Juan Jarrett at [jarrettj@uga.edu](mailto:jarrettj@uga.edu) or Sige Burden at [sburden@uga.edu](mailto:sburden@uga.edu) or 542-2621. For questions related to faculty, please contact Sarah Covert at [covert@uga.edu](mailto:covert@uga.edu) or 542-0547.

*The ArchNews memo is pasted below for reference:*

To: Faculty and Staff  
From: Office of Legal Affairs  
Office of Human Resources  
Office of Faculty Affairs  
Re: Important Information Regarding Conflicts of Interest, Conflicts of Commitment, and Outside Activities

This spring, the Board of Regents, the governing body for the University System of Georgia, updated its longstanding policy applicable to USG employees who engage in compensated outside activities. Board Policy 8.2.18.2, *Conflicts of Interest, Conflicts of Commitment, and Outside Activities*, governs conflicts of interest, required disclosures, and compensated outside activities, as well as research and institutional conflicts of interest. Under the Board Policy, if you are compensated for work outside of UGA **that is related to the kind of work you do at UGA**, you need approval.

The Board has long required that employees (faculty and staff) receive approval prior to engaging in any compensated outside activity related to their job duties. **An employee is not required to obtain written approval nor provide any type of notification prior to engaging in compensated outside activities that do not relate to the employee's expertise or responsibility as a UGA employee.** UGA employees already engaged in outside activity covered by the Policy who have not received approval for the current fiscal year should promptly request approval. The Office of Human Resources has implemented a process for pre-approval of permissible compensated outside activities by staff if certain requirements are met. The Office of Human Resources will follow up with business managers and administrative staff regarding this pre-approval process.

As required by the Board Policy, the University of Georgia has updated its internal *Conflicts of Interest, Conflicts of Commitment, and Outside Activities Policy* to align with Board Policy 8.2.18.2. A link to the UGA Policy and approval forms can be found at <https://policies.uga.edu/Human-Resources/Employment/Employment-Related-Policies/Outside-Activities/Conflict-of-Interest/>.

The University System of Georgia has prepared a web resource page to assist employees with questions about the Board Policy. The web resource page includes additional guidance, forms, and answers to Frequently Asked Questions. It can be accessed from the following link:

[https://www.usg.edu/organizational\\_effectiveness/ethics\\_compliance/conflicts\\_of\\_interest](https://www.usg.edu/organizational_effectiveness/ethics_compliance/conflicts_of_interest).

Questions regarding the UGA Policy should be directed to Faculty Affairs (for faculty), Human Resources (for staff), or the Office of Legal Affairs.

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*Administrative Memos are coordinated through the Office of the Senior Vice President for Academic Affairs and Provost. For more information, contact Sam Fahmy at [sfahmy@uga.edu](mailto:sfahmy@uga.edu).*