

Conflict of Commitment	Policy/Procedure Number	4961
	Effective Date	July 12, 2011

1.0 POLICY & PURPOSE

In order for Laramie County Community College (“LCCC”) to conduct its mission it requires the full devotion of all employees. Responsibilities and professional activities that constitute primary and appropriate commitment will differ by employee classification, department, and contract. Conflicts of commitment generally involve misuse of time, effort, and College resources. Employee participation in external activities that promote professionalism and public service is encouraged to the extent that it does not interfere with College commitment or impede College responsibilities. Varied external activities and College responsibilities are to be conducted in fair balance to the institution. This regulation provides guidelines for management of conflicts of commitment to ensure compliance with College policies and Trustee regulations.

2.0 REVISION HISTORY

Adopted on: 7/12/11

3.0 PERSONS AFFECTED

This procedure applies to all benefitted LCCC Employees.


4.0 DEFINITIONS

- A. *LCCC Employee.* An LCCC employee is defined as any benefitted employee.
- B. *Conflict of Commitment.* A conflict of commitment occurs when time and effort that an employee devotes to external activities interferes with the employee’s fulfillment of assigned LCCC responsibilities or when an employee makes unauthorized use of College resources in the course of an external activity.
- C. *External Activity.* External activity depends upon its specific facts. However, common examples may include dual employment, consulting, government service, self-employment, or material use of College resources. Conflicts of commitment do not include family activities, authorized professional development activities, editing, textbook authorship, conference attendance, membership in professional or service organizations, or professional and personal activities beyond normal work hours, or faculty workdays contract.
- D. *LCCC Responsibilities.* Teaching, service, support, or contractual obligations an individual renders the College as set forth by employment contract terms, applicable state statutes, Trustee regulations, and LCCC policies.
- E. *Potential Conflict of Commitment.* Conflicts of commitment may arise from an employee’s activities inside or outside the College. Compensated or uncompensated external activities do not necessarily constitute a conflict of commitment. Conflicts of commitment do not arise outside of an employee’s scheduled work time, as long as the external activity does not use

College resources or impede on the employee’s ability to perform his/her required College duties and the activity does not suggest institutional endorsement or support. External activities that are performed during the employee’s scheduled work time or that use College resources or impact the employee’s ability to perform his/her required college duties or suggest institutional endorsement or support would not constitute a conflict of commitment given the employee’s supervisor’s prior approval. Mere existence of a conflict does not necessarily imply wrongdoing. Conflict must be recognized, assessed, and appropriately managed. Employees are responsible for seeking guidance as to their activities.

5.0 PROCEDURES

- A. Conflicts of commitment. An employee may not engage in a conflict of commitment.
- B. Engaging in external activity will not be considered an excuse for failure to perform LCCC responsibilities, including but not limited to poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime, or different hours. If external activity causes or contributes to job-related problems, it must be discontinued, and, if necessary, normal disciplinary procedures in accordance with LCCC *Rules of Practice and Procedures for Discipline for Employees* will be followed to deal with the specific problem.
- C. Employee disciplinary action and appeals regarding a potential conflict of commitment will be enforced in accordance with the College’s *Rules of Practice and Procedures for Discipline for Employees – Chapter No. II*.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Initiator (Name)	Miles LaRowe, for Board of Trustees	5/20/11
Approval by President's Cabinet		7/12/11
Approval by President (Signature)		7/13/11