

CHAPTER SIX: 6240
OTHER GENERAL INSTITUTIONAL POLICIES
July 1997

EMPLOYEE RIGHTS AND RESPONSIBILITIES

PREAMBLE: Brought together in this section are a number of policies regarding the rights and responsibilities of all UI employees. Further information may be obtained from the University Counsel (5-6125) or the Office of the Faculty Secretary (208-885-6151).

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A. CONFLICT OF INTEREST.

[A. In addition to the requirements set forth below, all employees of the UI are also subject to the Conflict of Interest and Ethical Conduct Policy of the Regents RGPIIO. This policy can be reviewed at http://www.sde.state.id.us/osbe/policy.htm. To the extent there is a conflict between this policy and the one stated in the Regents' policy manual, the Regents' policy overrides this policy.](http://www.sde.state.id.us/osbe/policy.htm)

A-1. UI policy concerning possible conflicts of interest requires that the regents, and the officers, faculty members, and all other employees avoid any conflict between their personal interests and the interest of the University of Idaho in dealing with suppliers and all other organizations or persons doing or seeking to do business with UI. In furtherance of this policy, UI requires that competitive bidding be used in the procurement of materials, supplies, equipment, and contractual services. [ed 7-97]

A-2. Though it is not practicable to enumerate all situations that might be in conflict with this policy, the examples given below indicate some of the relationships to be avoided. It is considered to be in conflict with UI interest or a violation of trust:

a. For an employee or any dependent member of his or her family to have an interest in any organization that has, or is seeking to have, business dealings with UI where there is an opportunity for preferential treatment to be given or received, except (a) with written consent of the president or the president's designee or (b) in any case where such an interest comprises securities in widely held corporations that are quoted and sold on the open market or in private corporations where the interest is not material.

b. For an employee or any dependent member of his or her family to sell or lease any kind of property, facilities, or equipment to UI or to any company, firm, or person that is, or is seeking to become, a contractor, supplier, or customer, except with written approval by the president or the president's designee.

c. For an employee to serve as an officer or director of, or in any management capacity for, or as a consultant to, any company doing or seeking to do business with UI, except with written consent of the president or the president's designee.

d. For an employee, without proper authority, to give or release to anyone not employed by UI any data or information of a confidential nature concerning UI, such as that relating to decisions, plans, financial or business forecasts, or competitive bids; or to use such information to personal advantage and not in the best interest of UI--for example, by acquiring or inducing others to acquire a financial interest in a company involved in, or that may become involved in, any transaction with UI that is not generally known to the public.

e. For an employee or any dependent member of his or her family to accept from any organization, firm, or person doing or seeking to do business with UI: commissions; a share in profits; gifts in cash; gift certificates or other payments, loans, or advances (other than from established banking or financial institutions); materials, services, repairs, or improvements at no cost or at unreasonably low prices; excessive or extravagant entertainment; or travel or gifts of more than nominal value.

B. EMPLOYMENT OF RELATIVES. No UI employee may function as judge or advocate in specific situations involving members of his or her immediate family (such as the employee's spouse, child, parent, grandparent, brother, sister, mother-in-law, father-in-law, son-in-law, or daughter-in-law). Members of the faculty or staff should neither initiate nor participate in institutional decisions involving a direct benefit (such as initial appointment, retention, promotion, salary, or leave of absence) to members of their immediate families.

C. LOYALTY OATHS. No loyalty oath shall be required of any UI employee.

D. PROFESSIONAL AND LABOR ORGANIZATIONS. UI employees have a right to join, without fear of reprisal, any professional association or labor organization, including those concerned with employee representation; even so, UI neither bargains with nor enters into work or employment contracts with such groups.