

PUBLIC EMPLOYEES & CONFLICT OF INTEREST IN FINANCE

San Jose State University employees are public employees and must hold themselves to the same high standards that the public has for those elected or appointed to public service. The exact combination of standards depends upon the duties of the job. There are three principles* which apply to all public employees who approve and/or make financial transactions.

1. Public employees are stewards of scarce public resources
2. Public agencies must treat everyone fairly, irrespective of who they know or are related to; and
3. Public services means one's actions are subject to public scrutiny

An employee who approves such transactions is held responsible for the review and confirmation that the transaction does not violate these principles.

SJSU employees should disqualify themselves from any decision making process which may result in personal financial gain.

**Institute For Local Government, The Special Nature of Public Service, pamphlet, Institute For Local Government, Sacramento, CA*

CONFLICT OF INTEREST

REMEMBER: It is crucial to avoid even the APPEARANCE OF IMPROPRIETY. Activities that do not clearly meet the legal requires for consideration as a conflict of interest should still be avoided. Examples of these activities could be:

- An SJSU employee that accept round trip airline tickets from a vendor and does not report it.
- An SJSU employee that allows a vendor to pay for an expensive dinner and does not report it.
- An SJSU employee who signs official documents when he or she has not been formally granted signature authority. Examples of documents:
 - Software licensing agreements
 - Sales Orders
 - Terms & Conditions or General Provisions

If you have a question as to whether a situation is or is not a conflict of interest – ASK! The University's Human Resource Department or The Finance Support Department!

OTHER RESOURCES AVAILABLE:

CSU Conflict of Interest Handbook: <http://www.calstate.edu/gc/docs/conflictinteresthandbook.pdf>

SJSU Human Resources Page: <http://www.sjsu.edu/hr/cp/conflict/index.html>

California Attorney General's Conflict of Interest Guide: <https://oag.ca.gov/conflict-interest>

QUESTIONS?

FinanceConnect

(408) 924-1558

financeconnect@sjsu.edu

<http://www.sjsu.edu/fabs/connect/>

