

Subject: Minimizing Conflicts of Interest

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This is a friendly reminder to everyone in Extension that we need to be mindful of potential conflicts of interest, especially with regard to staff teaching in Extension programs. Clearly, we value the expertise and talent that all Extension employees bring to our work and it is appropriate for that expertise to be utilized in some of our instructional programs. However, we need to honor some principles of practice to assure that we are not inadvertently “double dealing.”

UCSD Extension employees may hold a letter of agreement (LOA) position within Extension in addition to their primary position or similar compensated duties with other units at UC San Diego. However, to ensure fairness and adequate financial controls, as well as the quality of our activities, Extension employees taking on compensated activities unrelated to their job must be vetted through the same independent party recruitment, selection, evaluation and compensation determination as non-Extension employees. That means that an Extension employee assigned the additional activity should be outside of the Line Of Authority that decides the individual compensation, evaluation, and suitability for the task. In this way, there will be no perceived conflict of interest. Compensation for LOA work must be approved by the Director of the program and endorsed by the Associate Dean of the department or the Dean of Extension if the Associate Dean should be in conflict.

In addition, as with any other positions held outside of an Extension employee's primary appointment, the additional position may not interfere with the performance and/or scheduled hours of the employee's primary appointment. The teaching role and the Extension role must be completely separate. Extension employees are required to seek written approval from their supervisor if work assignments or schedules in their primary position are impacted by the LOA-based position. The supervisor's written approval should be forwarded to the Extension HR office at unex-hr@ucsd.edu prior to the start of the LOA. Extension HR will ensure the Associate Dean of the program area endorses the arrangement prior to the start date of the LOA.

We value the talents and expertise each of you brings to University Extension. However, we must be mindful of potential conflicts of interest. I appreciate in advance your honoring this process. UC San Diego is an equal opportunity employer that values a diverse workforce.

