



PERSONNEL RULES AND REGULATIONS

RULE 6: <i>General Terms and Conditions</i>	APPROVED: REVISED:
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Section 1: Introduction

All employees are expected to conduct their activities in such a way as to avoid improper influence on the County's business decisions or from disclosure or private use of information regarding the County's business affairs or plans. The purpose of this Regulation is to protect the interests of the County and to provide guidelines for handling perceived, potential, or actual conflicts of interest.

Jobs in the classified service by their very nature place employees in a position of public trust. As a result, employees are responsible for ensuring that public resources are used in the public's best interest. Employees also have a duty to use the County's limited resources as effectively and efficiently as possible. Consequently, the interests of the County must come before an employee's own interests. In fact, employees' actions must be above reproach.

Conflicts of interest may arise when the personal or professional interests of an employee are potentially at odds with the best interests of the County. A conflict of interest may apply in a variety of situations. Refer to Section 4 of this Regulation for examples.

Section 2: Course of Action

Employees who may be involved in any matter that could result in a conflict of interest shall inform their Department Head of the conflict in writing including a description of the matter and the nature of the conflict.

If employees are uncertain whether the matter is a conflict of interest, they can consult with their Department Head or seek an advisory opinion from the Human Resources Director. The Human Resources Director may protect the identity of the person requesting an advisory opinion, or persons mentioned, unless a violation has occurred.

Section 3: Violating Conflict of Interest

Employees found to be violating this Regulation may be disciplined, up to and including immediate termination. In addition, the County may choose to commence criminal and/or civil proceedings, as may be warranted. The fact that employees do not know or recognize they are in violation of this Regulation does not absolve them of disciplinary action.



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Section 4: Conflict of Interest Examples

The following list contains a few examples but is not fully inclusive:

- A. Acceptance of Money, Gifts and/or Prizes: Employees may not accept money or anything of value (vendor samples, event tickets, trips, favors, or other similar items.) from a single party/entity if the reward could reasonably be expected to influence employee actions or could be viewed as a reward for any action or inaction. Food and beverage for immediate consumption is not considered a gift (see *NRS 49-1423*) and thus not subject to this example. Any prize that is raffled or drawn by chance as part of a countywide event (e.g. Wellness Program, Health & Benefit Fair, etc.) is the property of the recipient. Any prize that is raffled or drawn by chance while attending a function paid for by the County may be accepted if approved by the Department Head. Otherwise, all prizes are property of the County.
- B. Awarding Contracts: Employees, their families, or organizations in which they have a financial interest may not enter into contracts or leases derived from the County's funding. An exception may be granted if employees disclose the potential conflict to their Department Head and the applicable authority approves the contract.
- C. Conducting Personal Business during Working Hours: Employees are typically prohibited from conducting personal business during hours in which they are scheduled to work. Employees may utilize paid leave, lunch, or break periods as well as time before or after work hours to conduct personal business including such items as paying of taxes, registering a vehicle, obtaining a marriage licenses, or other similar actions.
- D. Professional Services: Employees are not allowed to profit from providing professional services while conducting County-related business. Therefore, employees who have been asked to lecture, conduct a presentation, or provide other professional services while in attendance at a conference approved by their Department Head may not accept fees, honoraria, or personal reimbursement for expenses. However, employees may accept the "waiver" of conferences fees and other associated expenses for providing professional services if approved by their Department Head.
- E. Promise of Future Employment: Employees may not solicit or receive a promise of future employment with the understanding the promise of employment will influence their action or inaction.
- F. Secondary Employment: Employees may be entitled to engage in outside employment provided that the duties of the outside employment do not constitute a conflict of interest or conflict with their job performance with the County. Employees



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desiring to engage in outside compensable work shall submit a Secondary Employment Request Form to their Department Head who will review and deny when a conflict exists. The Department Head will note the reason for denial on the request form and provide a copy of the form to the employee. During the secondary employment should a conflict arise, employees will be notified in writing and provided up to seven (7) calendar days, except in an emergency situation, to resolve the conflict in favor of County employment.

- G. Solicitation/Sales Activities: Employees may not solicit/sell subscriptions, books, Girl Scout cookies, merchandise, or other items/services; or collect or receive money or any item of value for any reason during working hours. Information such as gift catalogs and order forms are to be kept in employee break rooms and away from employee work areas at the discretion of the Department Head. Employees may utilize lunch, breaks, or time before or after work to review catalogs, place orders, and/or conduct personal business.
- H. Use of County Property/Equipment: Employees may not use County property to gain financial or other benefits, advantages, or privileges for themselves, their families, or organizations in which they have any interest.
- I. Use of Information: Employees shall not engage in financial transactions or disclose/allow the improper use of such information to further any private gain or to avoid financial detriment if the information is confidential or not readily available to the public.