

Conflicts of Interest, Outside Employment, Gifts, and Gratuities

Summary

Employees of Dickinson College are permitted to engage in outside employment; however, certain restrictions apply. Employment outside the college must not conflict or appear to conflict with the college's interest or adversely affect one's ability to fulfill job responsibilities at the college. Employees must advise their supervisors in the event that they feel there may be any conflict of interest whatsoever between their outside-employment endeavors and their positions at the college. At no time are employees permitted to conduct outside-employment business during paid working time or to use college materials or facilities to conduct outside business.

Outside employment is not an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. Employees are cautioned, therefore, to consider carefully the demands that outside employment would create before accepting such employment. If outside employment reduces an employee's effectiveness, such outside employment must be discontinued.

Employees of the college may not solicit or accept monetary gifts or items of more than insignificant value that would suggest or create an obligation of the college. Under no circumstances should any gift or gratuity be accepted in a situation where it could be viewed as influencing an employee's professional judgment. If an employee has any question regarding the propriety of accepting a gift or item, he/she is encouraged to contact Human Resource Services.