



---

## Conflict of Time or Interest Policy

Recognizing, disclosing, and managing employee conflicts of interest is a crucial part of maintaining integrity on campus and reinforcing a culture of professionalism and the proper use of university resources. This policy provides guidance for all part-time, full-time, and student employees for identifying conflicts of interest and establishes the process for disclosing and managing them. It also reaffirms that university employment is the primary work commitment of full-time university employees and describes the appropriate use of university resources made available through sacred tithing funds.

### Definitions

*Conflict of Interest* or *Conflict* means a situation where a private interest of a university employee (e.g., financial, relational) is inconsistent with, interferes with, compromises, or *could* compromise the best interests of the university.

*Incidental Use* means occasional or infrequent personal use that results in little or no cost to the university.

*Outside Activities* means Secondary Employment; service on advisory, corporate (nonprofit and for-profit), and public boards or commissions; or activities that require a consistent expenditure of time during work hours.

*Related Party* means an employee's immediate family (spouse, parent, child, sibling, and corresponding in-law or step-relation), grandparent, aunt, uncle, and first cousin. Related Party also includes corporations and other business entities in which an employee has an ownership interest that exceeds 10 percent.

*Secondary Employment* means any employment or paid work, including self-employment, that is not an employee's primary position at the university (e.g., full- or part-time employment with another employer, consulting, operating a business in any capacity, performing, presenting at seminars and workshops, providing private instruction on or off campus, providing continuing education, or holding a position at another Church Educational System (CES) institution or a second position at BYU).

### Prohibited Conflicts of Interest

The following Conflicts of Interest are prohibited for all university employees because they are so significant that they cannot be managed in ways that protect the interests of the university.

- Negotiating, influencing, or attempting to influence the negotiations of contracts or agreements between the university and a third party for the benefit of the employee or a Related Party (see [Employee-Vendor Policy](#)).



- Using non-public information acquired in connection with university business (e.g., confidential personal records, knowledge of forthcoming programs, site selections, and contractor selection) for the benefit of the employee or a Related Party or other unauthorized purposes before public announcements.
- Using a university position to obtain personal or Related Party privileges or benefits from persons or firms outside the university or from the university itself that are not available to all similarly situated employees (see [Business Gifts and Entertainment Policy](#), [Meals and Hosting Policy](#), [Nepotism Policy](#), and [Travel Policy](#)).
- Voluntarily testifying in a legal proceeding as an expert witness for a party that is adverse to the university; its affiliated sponsor, The Church of Jesus Christ of Latter-day Saints (Church of Jesus Christ); or other entities that are affiliated with, owned by, or controlled by the Church of Jesus Christ, including other CES institutions. University employees are not precluded in any way from testifying as lay witnesses.
- Unauthorized personal or commercial use of confidential or proprietary information, trade secrets, or intellectual property that are developed within the scope of employment or otherwise owned by the university (see [Intellectual Property Policy](#)).

### **Disclosure and Management of Conflicts of Interest and Outside Activities**

Because an Outside Activity may constitute a Conflict of Interest, employees must disclose both Outside Activities and Conflicts of Interest to their department chair or supervisor. New employees must make these disclosures at the time of hire. Current employees must disclose Outside Activities before engaging in the Outside Activity. Current employees must also disclose Conflicts when they arise or when the employee becomes aware of the Conflict. Thereafter, employees are required to disclose all Outside Activities and Conflicts of Interest annually.

Conflicts of Interest, including Outside Activities that create a Conflict of Interest, should be managed according to the subsections below with the goal of assisting employees to build professional careers consistent with employment expectations. Management plans should be tailored to an employee's position, Conflicts, and potential Conflicts. These plans may include any actions sufficient to avoid, eliminate, or ensure against Conflicts or the appearance of Conflicts, including recusal from discussions or decisions if a potential Conflict exists.

If an employee and the employee's department chair or supervisor are unable to agree on a plan to resolve or manage a Conflict of Interest, the matter is referred to the next level of management for resolution.

Each employee, department chair, dean, and supervisor is responsible for monitoring and improving compliance with this policy.



---

## **Annual Reviews of Conflicts of Interest and Outside Activities**

Each year, an employee and their department chair or supervisor review recurring Conflicts of Interest, existing conflict management plans, new or potential Conflicts of Interest, and the need for changes to or adoption of a management plan. These annual reviews occur through role-specific systems and structures, as described below.

### ***Full-Time Faculty***

Full-time faculty members must disclose potential Conflicts, current Conflicts, and Outside Activities using the Faculty Outside Activities Form in the Annual Review section of the Faculty Profile System. The full-time faculty member and department chair or dean meet annually in conjunction with the annual performance review (described in the [Faculty Performance Annual Reviews Policy](#)) to discuss Outside Activities and evaluate the potential for Conflicts of Interest. Chairs and deans should understand these faculty members' work assignments and factors relevant to Conflicts and Outside Activities. If a Conflict is identified, the employee and chair or dean collaborate to develop a written plan describing how the Conflict will be reduced, eliminated, or appropriately managed. The chair submits the conflict management plan to the dean. If the dean notes any concerns, the chair may be directed to create a revised plan with the employee. The dean submits all approved management plans through the Faculty Profile System. The associate academic vice president – faculty development is responsible for training chairs and deans to monitor Conflicts or Potential Conflicts in their units. When complex conflicts of interest exist, particularly when a college functions as a single academic unit without departments, chairs and deans should consult with the associate academic vice president – faculty development.

When evaluating a Conflict or a potential Conflict, chairs or deans should consider time commitment and productivity factors related to teaching, scholarship, and citizenship. Faculty members are expected to be accessible to students, both by keeping regular office hours and by being available in person at other times on campus. Department chairs or deans do not approve activities they believe would unduly limit a faculty member's availability to students or compromise a faculty member's teaching, scholarship, or citizenship performance.

Faculty service on editorial boards related to the faculty member's area of scholarship is likely not a Conflict of Interest but still requires disclosure.

### ***Adjunct Faculty***

Adjunct faculty disclose Conflicts and Outside Activities, with the exception of Secondary Employment, to their department chair. Chairs should understand their adjuncts' assignments and factors relevant to Conflicts. If a Conflict is identified, the part-time faculty member and chair collaborate to develop a written plan describing how the Conflict will be reduced, eliminated, or appropriately managed.



---

### ***Full-Time Staff***

Activities that require written authorization, as described in the *Secondary Employment Requiring Authorization* subsection below, must be disclosed as they arise, and written authorization obtained before the proposed activity is initiated.

Staff employees disclose Conflicts and Outside Activities using the Performance Review system. The employee and supervisor discuss Outside Activities and evaluate the potential for Conflicts of Interest in conjunction with their annual Performance Review meeting. Supervisors should understand their employees' work assignments and factors relevant to Conflicts and Outside Activities. If a Conflict is identified, the employee and supervisor collaborate to develop a written plan describing how the Conflict will be reduced, eliminated, or appropriately managed. The plan is submitted with the Performance Review, and copies are sent to the next level of management for approval. If any concerns are noted, the supervisor may be directed to create a revised plan with the employee.

### ***Part-Time Staff and Student Employees***

Part-time staff and student employees disclose Conflicts and Outside Activities to their supervisors. As described in the Secondary Employment section below, students are not required to disclose Secondary Employment. Supervisors should understand their employees' work assignments and factors relevant to Outside Activities and Conflicts. If a Conflict is identified, the employee and supervisor collaborate to develop a written plan describing how the Conflict will be reduced, eliminated, or appropriately managed.

### **Primary Employment Commitment**

A minimum time commitment is a basic element in any employee's obligation to BYU. For full-time faculty, that minimum is described in the *Extent of Permissible Secondary Employment for Full-Time Faculty Members* subsection below, other university and academic unit policies, and in faculty employment contracts, if any. For full-time staff, that minimum is 40 hours per week, except for limited cases permitted by the university and documented in writing.

### **Secondary Employment**

Full- and part-time employees are required to disclose Secondary Employment because there is a high potential for a Conflict. Adjunct faculty are not required to disclose Secondary Employment. Student employees are required to disclose Secondary Employment only when employed by more than one university department or when simultaneously conducting research on the same issue for BYU and a third-party.

When evaluating Conflicts of Interest relating to Secondary Employment, an employee and the employee's department chair or supervisor should consider the degree to which the Secondary



Employment materially conflicts with the employee's obligation to the university, as well as the requirements of the [Part-Time One Employer Policy](#).

Employees who pursue Secondary Employment that interferes with the commitment of primary professional responsibility to the university may request a personal leave or a salary reduction as a temporary solution. All leave or salary changes require approval by the associate academic vice president – faculty development (for faculty) or the assistant administrative vice president – human resources (for staff).

### ***Secondary Employment Requiring Authorization***

In addition to making all disclosures required by this policy, a full-time employee must receive written authorization from the employee's department chair, dean, or supervisor to

- maintain an off-campus office to conduct work-related responsibilities, other than in an employee's home or a location approved in a Remote Work Agreement (See [Remote Work Policy](#))
- teach or provide instructional or administrative services for other educational institutions
- work for another unit of the university, another CES institution, or the Church of Jesus Christ if it would result in more than full-time employment
- operate a business, serve as an officer (in title or in fact) of a business, or maintain employment with a business that requires attention during the employee's assigned work hours
- provide consulting services

### ***Extent of Permissible Secondary Employment for Full-Time Faculty Members***

The university sets time limitations on Secondary Employment for full-time faculty members. Unless otherwise provided by contract, a faculty member may (with prior written approval of the department chair) spend up to four days per month on Secondary Employment while under contract. If these approved activities are carried out during the workweek (Monday–Friday), there is an inherent expectation that the faculty member will not forego core functions of their faculty duties and will devote equivalent time on adjacent weekends and/or in the evenings to compensate for time away from their faculty responsibilities.

### **Allocation of Employee Time**

Other than work performed in connection with university citizenship expectations or university-sponsored activities or responsibilities described in an employee's job description, a



---

department chair or supervisor should not ask an employee to perform tasks or services for charitable institutions or commercial entities.

### **Church and Charitable Service**

Employees' Church and charitable service should be reserved for non-work hours, except for university-sponsored opportunities like the United Way's Day of Caring. Employees may elect to use vacation hours to perform Church callings or other types of charitable work. In general, the Church of Jesus Christ's sponsorship of the university does not warrant using university time, equipment, or facilities for Church or other types of charitable service. At the same time, the university is sympathetic to the need for some flexibility. Employees should not normally use an office or workstation for Church business during working hours. Activities that would not ordinarily create a Conflict of Interest include using an office during off-duty hours and occasionally attending to urgent Church business during regular hours if it cannot wait for off-duty hours. Special circumstances should be discussed with an employee's department chair or supervisor.

### **Use of University Resources**

Incidental Use of university property and equipment is generally permissible when it does not conflict with normal university activities. Non-incident use of university property and equipment, including the use of consumable supplies (e.g., copy machines and postage), requires prior written authorization from the employee's department chair or supervisor, which should provide for adequate reimbursement to the university. Some proposed personal uses may be so extensive or substantial that neither authorization nor reimbursement can make the use appropriate. If applicable, employees must follow department procedures that address the specific use of department-controlled university property and equipment.

Use of university vehicles is subject to the [University Vehicle Policy](#). Use of university information technology resources is subject to the [Appropriate Use of Information Technology Resources Policy](#).

### **Gifts and Donations**

Gifts received by employees are subject to the university's [Business Gifts and Entertainment Policy](#). Employees may not solicit donations from university vendors on behalf of families, wards and stakes of the Church of Jesus Christ, or other charitable organizations unless authorized to do so under the [University Fund Raising Policy](#). Monetary donations and non-monetary donations of university property and equipment are subject to the [Surplus Property Policy](#).

### **Research**

Employees conducting or participating in research are also subject to the [Financial Conflict of](#)



---

[Interest in Research Policy](#).

### **Running for Public Office and Working on Political Campaigns**

Employees are subject to the [Political Neutrality Policy](#).

### **Jury Duty and National Guard Service**

Employees called to jury duty or to serve in the National Guard are subject to the [Staff Leaves Policy](#) or the [Faculty Leaves Policy](#).

### **Resources and Training**

[Human Resources](#) (for staff and student employees) and the associate academic vice president – Faculty Development (for faculty members) assist with Conflict of Interest questions, discussions, and disclosures.

**APPROVED:** 7 Apr 2025

**PRIOR VERSION:** 14 Nov 2022

**APPLICABILITY:** This policy applies to all university employees (full- and part-time faculty, staff, and students).

**POLICY OWNER:** Academic Vice President, Administration Vice President and CFO

**RESPONSIBLE OFFICE:** Human Resources, Office of the Associate Academic Vice President – Faculty Development

### **RELATED POLICIES:**

- [Advertising, Selling, Soliciting Policy](#)
- [Appropriate Use of Information Technology Resources Policy](#)
- [Business Gifts and Entertainment Policy](#)
- [Cooperation with The Church of Jesus Christ of Latter-day Saints Policy](#)
- [Correspondence with General Authorities, Other Church Leaders, Members or Employees Policy](#)
- [Employee-Vendor Policy](#)
- [Expectations of a Faculty Appointment Policy](#)
- [Faculty Leaves Policy](#)
- [Faculty Performance Annual Reviews Policy](#)
- [Financial Conflict of Interest in Research Policy](#)



- 
- [Independent Contractors Policy](#)
  - [Intellectual Property Policy](#)
  - [Meals and Hosting Policy](#)
  - [Nepotism Policy](#)
  - [Part-time One Employer Policy](#)
  - [Political Neutrality Policy](#)
  - [Remote Work Policy](#)
  - [Required Texts and Instructional Materials Policy](#)
  - [Supplemental Compensation for Exempt Staff Policy](#)
  - [Supplemental Compensation for Faculty Policy](#)
  - [Supplemental Research Compensation for Externally Sponsored Work](#)
  - [Surplus Property Policy](#)
  - [Travel Policy](#)
  - [University Fund Raising Policy](#)
  - [University Vehicle Policy](#)
  - [Volunteer Policy](#)