



Ohio Administrative Code

Rule 3357:15-14-26 Conflict of interest/commitment for outside activities.

Effective: May 6, 2026

- (A) Full-time employees of Stark state college are obligated to devote their working time and efforts primarily to college activities. Given that the college allows and encourages outside activities and relationships that enhance the mission of the college, potential conflicts of interest and commitment, may occur. Outside activities should not, however, interfere with an individual's college obligations. Faculty and staff must not use their official college positions for influence or gain. Prior approval from the employee's supervisor and director/dean is required for any earned compensation outside of the college.
- (B) Outside activities must not interfere with the employee's college duties or conflict with the employee's college assignments and must take place outside of the employee's designated work time.
- (C) Employees must not use the college name, logos, facilities, email, equipment, or work time to conduct outside business or employment unless explicitly approved in writing. College affiliation should not be used to imply college endorsement of outside activities. Employees of the college may not use their position as an employee of the college for personal gain or to enhance the business opportunities of another individual, company, or organization.
- (D) Employees are responsible for disclosing potential conflicts of interest or commitment as soon as they arise. Failure to disclose or to obtain required approvals may result in disciplinary action up to and including termination, consistent with college policy and applicable law.
- (E) Activities outside of the college shall not result in a conflict of interest or the appearance of such.
- (F) Definitions:
 - (1) Conflict of commitment - a situation in which an employee's outside activities, paid or unpaid, interfere with the employee's ability to meet their obligations to the college. This may include time conflicts, reduced availability, or diminished performance of assigned duties.
 - (2) Conflict of interest - A conflict of interest exists if financial interests or other opportunities for personal benefit may exert a substantial and improper influence upon an employee's professional judgment in exercising college duties or responsibilities.
 - (3) Earned compensation - wages, salaries, tips, and other taxable pay.



3357:15-14-26

2

- (4) Outside activities - entrepreneurial or professional services, paid or unpaid. Examples are:
 - (a) Engaging in outside consulting activity.
 - (b) Management and oversight of any private businesses.
 - (c) Announcement as a political candidate.

- (G) Approved work activities that serve to enhance the college, such as serving on accreditation teams and volunteer work in the community, will not be subject to this provision. Prior approval must be obtained from the employee's dean/director to participate in outside activities during work time.