

candidate. Second, no employee shall, at any time, be a party to any official decision that affects a relative, and violation of this policy shall automatically invalidate the decision.

The term "relative" under this policy is hereby defined as the state Public Officers Law (Section 73-a(f)) defines it, to include an employee's spouse as well as a child, parent, stepchild, stepparent, or any direct descendant of the grandparents of the employee or the employee's spouse.

This policy is hereby extended to include the hiring, evaluation and promotion of relatives (including spouses) and also any individual engaged in a sexual, amorous or romantic relationship with an employee. Note that sexual relationships between employees and students whom they are teaching or supervising are already prohibited under the College's Policy on Consensual Relationships.

## OBLIGATIONS

An employee who becomes aware, at any time, of a possible conflict of interest involving himself or herself is obligated to do the following:

1. Disclose the potential conflict of interest to a supervisor (chair, dean, vice president, director, etc.).
2. Recuse himself or herself from the relevant decisions or otherwise, in consultation with one's supervisor, eliminate or manage the power (authority) differential involved.

In the case of self-disclosure, the employee also may submit a written request to the state ethics commission for an advisory opinion as per Executive Law, Section 94(15).

A supervisor who has received a disclosure of a potential conflict of interest or who otherwise learns of a potential conflict of interest is obligated to do the following:

1. Inform the people he or she supervises about the conflict of interest policies and ensure that they are also informed of the related privacy, consensual relations and sexual harassment policies, as well as the policy on hiring, evaluating and promoting relatives and consensual partners.
2. Assist in eliminating and/or managing any conflict of interest. For example, the supervisor may recommend that a person recuse himself or herself from making a purchasing or personnel decision, may change lines of authority, or may change class registration.
3. Immediately obtain and complete a Conflict of Interest Disclosure Form (Attachment) and deliver it to the Vice President responsible for his or her area.

An employee who becomes aware, at any time, of a possible conflict of interest involving one or more other employees is encouraged but not obligated to report it. The employee may report it by completing a Disclosure Form and delivering it to the Vice President