CONFLICT OF INTEREST AND EMPLOYMENT OF RELATIONS PROCEDURE

**Purpose:** The purpose of this procedure is to comply with the requirements of Utah Code 53A-1a-518

**Procedure:** Regulated Transactions & Relationships [53A-1a-518]
Under the language of this section, “employee” does NOT include a Weber State University (WSU) Charter Academy volunteer. [53A-1a-518(1)(b)(ii)]

A relative of a WSU Charter Academy officer may be considered for employment with the WSU Charter Academy if:

1) The WSU Charter Academy officer discloses in writing the relationship of the relative to the other WSU Charter Academy officers, and [53A-1a-518(2)(b)(i)]
2) The employment decision is submitted to the Board of Directors for approval, and passed by majority vote, and [53A-1a-518(2)(b)(ii)]
3) The officer submitting the written disclosure abstains from voting on the consideration, and [53A-1a-518(2)(b)(iii)]
4) The officer submitting the written disclosure is absent from any meeting where employment of his/her relative is being considered or determined. [53A-1a-518(2)(b)(iv)]

Otherwise, no relative of a WSU Charter Academy officer may be employed at the WSU Charter Academy. [53A-1a-518(2)].

The term “relative” is defined under 53A-1a-518(1)(c). The term “WSU Charter Academy officer” is defined under 53A-1a-518(1)(a).

No WSU Charter Academy officer may have a personal financial interest in any contract involving that WSU Charter Academy. [53A-1a-518(3)(a)]

No person related to a WSU Charter Academy officer may have a personal financial interest in any contract involving that WSU Charter Academy. [53A-1a-518(3)(a)]

A “financial interest” in a “reasonable employment contract” involving a WSU Charter Academy may exist for the Chief Administrative Officer [53A-1a-518(3)(b)(i)], or the relative of the Chief Administrative Officer who has complied with the previously stated procedure found in 53A-1a-518(2), [53A-1a-518(3)(b)(ii)].

Following WSU PPM guidelines will also be followed:

**Conflict of Interest and Employment of Relatives**
- Employment of Relatives (PPM 3-6)
- Staff Employee Grievances (PPM 3-31)
- Discrimination and Harassment (PPM 3-32)
- Faculty Responsibilities to Students (PPM 9-5)
- Due Process/Definition of Terms (PPM 9-10)
- Informal Procedures and the Informal Conciliatory Meeting (PPM 9-11)