

Oregon Coast Community College
Screening Committee/Panel Disclosure Form

CONFLICT OF INTEREST

Each applicant for employment at Oregon Coast Community College (OCCC) is evaluated, appointed or promoted on the basis of his/her individual qualifications. In accordance with ORS Chapter 244 and OCCC ethics requirements, OCCC employees may not engage in nepotism or conflicts of interest, including potential conflicts of interest, in conjunction with their OCCC employment. To prevent nepotism and conflicts of interest, the following requirements will apply:

- No OCCC employee will participate in a decision to appoint, employ or promote a relative or household member¹;
- No individual shall be appointed, employed or promoted to a OCCC position in which he/she will be under the direct supervision of a relative or household member; and
- Individuals involved in screening and/or the hiring process will disclose any past or present involvement with an applicant in any way.

PROCEDURE: Individuals involved in the screening and/or hiring process who learn that a relative or household member is or will be an applicant for a position that the member is involved in screening, interviewing or making hiring recommendations for in any way, shall immediately remove him/herself from the remainder of the screening/hiring process and also notify the screening chair, hiring manager and Human Resources.

It is also a requirement that any OCCC employee with screening or hiring responsibilities who learns that an individual who has a past or present involvement with the employee is, or will be, an applicant for a position that the member is involved in screening, interviewing or making hiring recommendations for in any way, has the duty to notify the screening chair or hiring manager. They (in consultation with HR) will review the situation to determine whether participation of the employee in the screening and hiring process would present a conflict of interest, and the appropriate course of action.

CONFIDENTIALITY

Individuals involved in the screening and/or hiring process may not discuss any aspect of the process with anyone outside of the committee. They must also maintain the security of all documentation of the process, and return all documentation to the committee chair (or director of HR if there is no chair)

COMPLETION OF SCREENING/HIRING ORIENTATION

Individuals involved in the screening and/or hiring process will complete an orientation to the hiring process within the last 12 months.

Printed Name: _____

Signature: _____ Date: _____

(By my signature I acknowledge that I have read the above information and understand OCCC's expectations regarding employment conflicts of interest and maintaining confidentiality of all information related to screening and hiring. Failure to make a timely disclosure of a known relationship with an applicant, or breaking confidentiality, may result in discipline, up to and including dismissal) Please submit this form to Human Resources.

¹ A relative of a OCCC employee means the employee's spouse, child (or spouse's child), sibling, any individual for whom the employee has a legal support obligation, any individual for whom the OCCC employee provides benefits arising from his/her employment with OCCC, or any individual from whom the OCCC employee receives benefits arising from that individual's employment. A household member means any person who has resided with the OCCC employee.