

Policy 5003: Employee Conflict of Interest

Original Date: February 18, 2026

Status: Approved

PURPOSE

This policy describes the general parameters of conflict-of-interest guidelines for Santa Cruz County Provisional Community College District (SCCPCCD) employees and the intent of the District to follow applicable direction provided in A.R.S. §38-501 through 511.

CONFLICT OF INTEREST GUIDELINES

Each employee is subject to the conflict-of-interest provisions of Arizona law. On an annual basis (generally included with an employment contract offer) and using the conflict-of-interest form, employees must disclose in writing any substantial interest they, or any of their relatives, may have in any District contract, sale, purchase, service, or decision. Disclosures should be amended promptly throughout the year as circumstances may require. Employees also understand and agree to refrain from participating in any way in any decisions or discussions regarding matters in which they, or their relatives, have a substantial interest. Please contact Human Resources if there are any questions or concerns regarding how this guidance may apply in an employment/employee process or situation.

Executed conflict of interest forms shall be kept in the personnel file of the employee.

DEFINITIONS

- **Relative** – the spouse, child, child's child, parent, grandparent, brother, or sister of the whole or half blood and their spouses, and the parent, brother, sister, or child of a spouse.
- **Substantial interest** – any nonspeculative pecuniary or proprietary interest, either direct or indirect, other than a remote interest.