

**Sam Houston State University**  
**A Member of The Texas State University System**

**Finance & Operations Human Resources Policy HR-01 Conflicts of Interest**

**are subject to the prohibitions of state law and applicable federal guidelines, policy establishes guidelines to avoid conflicts of interest in accordance with Tex. Gov. Code, § 52.051 and Texas State University System Rules and Regulations..**

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**1. General**

A conflict of e privilege benefit (financial or otherwise), exemption, or thing of value for the employee or others in exchange for the exercise of the employee's discretion, influence, or powers as an employee except as allowed by law.

- b. If an employee discharges the employee's privilege, the employee, or thing of value that might
- c. No employee shall accept employment or engage in any personal, business, or professional activity which might foreseeably require or induce disclosure of confidential



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- ii. Affinity. Two persons married to each other or when a spouse of one of the married persons is related by consanguinity to the other person. Termination of a marriage by divorce or the death of a spouse terminates relationships by affinity created by that marriage unless a child of that marriage is living, in which case the marriage is treated as continuing to exist.
- c. The University will not, absent prior presidential approval, employ, appoint, promote or transfer any person related by affinity or within three degrees of consanguinity of another employee when such employment causes one relative to have a direct supervisory relationship over the other relative.
- d. This policy does not prohibit the re-appointment or continued employment of any person related to another within either of the prohibited degrees who shall have been employed at the University before the adoption of this policy. However, no University employee may approve, recommend, or otherwise act with regard to the appointment, reappointment, promotion, or salary, or financial transactions of any person related by affinity or within three degrees of consanguinity.
- e. When a presidential exception to this policy permits an employee to be within the administrative supervision of a relative, all evaluations, reappointments, promotions, or salary decisions shall be the responsibility of the next highest administrative supervisor.

**5. Outside Employment**

- a. An employee's outside employment can create a conflict of interest and may, in some instances, violate laws regarding dual state employment. Therefore, full-time employees must receive prior written approval via the [Outside Employment Form](#) executed by the O