

Treasury Documentation**Subject:** Conflict of Interest, Disclosure and Divestiture**For:** EMPLOYEE HANDBOOK**Also See:** ET-03016; Civil Service
Commission Rule 2-8

Identification	PT-03022 Procedure
Effective Date	6-1-2009
Replaces	PT-03022 (5-1-2003)

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Appointing
Authority

1. Provides all new employees copy of form 1887 DISCLOSURE OF FINANCIAL OR PERSONAL INTEREST and this Procedure.
2. Provides current employee copy of 1887 upon request.

Employee

3. Reviews Michigan Civil Service Commission Rule (CS Rule) 2-8.3 Disclosure, Ethical Standards and Conduct, on the Civil Service Web page to determine if employee or member(s) of employee's immediate family have financial or personal interests in a business or entity which **may constitute a conflict of interest** for the employee.

Notes: **"Immediate family"** is defined as an employee's grandparent, parent, parent-in-law, stepparent, sibling, spouse, child or stepchild.

"Financial interest or holdings in a business or entity" is defined as a sole ownership, joint ownership, directorship or policy-making position, or stock or bondholder whether owned solely, jointly or as a member of a group.

"Personal interest" is defined as employment in a business or entity or the ability to substantially influence the activities of a business or entity.

WHEN: Within 14 Calendar Days

4. Completes 1887, disclosing any such interests, and forwards to his/her supervisor for review to determine if there is any conflict of interest.

WHEN: Within 10 Calendar Days After Any Changes

5. If any changes in financial or personal interests occur, reports changes on 1887 and forwards to his/her supervisor for review to determine if there is any conflict of interest.
6. In the event of a change in employment which may create a conflict of interest, completes 1887 and forwards to his/her supervisor for review to determine if there is any conflict of interest.

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- Employee (cont.)
7. If given any assignment which constitutes or may appear to reflect a conflict of interest or personal involvement (i.e., assignment to an account, audit, assessment, collection or other Treasury business involving him/herself, relative(s), friends(s), acquaintance(s), or former spouse), requests relief from assignment from Supervisor.

Note: The Department will make a reasonable effort to ensure that financial information disclosed by an employee under this Procedure will remain confidential, will not be a part of the employee's personal file, and will not be disclosed to persons other than those authorized to make appropriate determinations of conflict of interest, unless it must be made available in a contested case.
- Supervisor
8. Reviews 1887 to determine if employee has conflict of interest.
 - A. If no conflicts of interest exist, signs, dates and forwards 1887 to HR.
 - B. If there appears to be a conflict of interest, contacts HR for further review and determination.
- State Treasurer or Designated Representative
9. Reviews all 1887's to determine if any employee has conflict of interest.
 10. Notifies employee of any conflict of interest and of any required divestment.
 11. Provides a hearing for any employee who wishes to appeal divestment decisions.
 12. Allows 30 days for employee to accomplish divestment, with good-cause extension to avoid unusual hardship.
 13. Notes the following:
 - A. No employee will be subject to discipline under CS Rules for conflict disclosed as a result of the adoption of CS Rule 2-8 if such conflict was not otherwise prohibited.
 - B. Any employee found to be in conflict of interest as a result of the initial disclosure required by implementation of CS Rule 2-8 will be given reasonable time to eliminate such interest. Refusal to eliminate such conflict of interest is subject to appropriate disciplinary action by the Appointing Authority.

State Treasurer or
Designated
Representative
(cont.)

- 13. C. Any interest, financial or personal, acquired subsequent to the initial certification of procedures promulgated to implement CS Rule 2-8 will not be subject to implement CS Rule 2-8 will not be subject to the “Forgiveness Clause” of these procedures.

- D. All employees have access to the Statewide Grievance Procedures if they desire to carry an appeal beyond the Department.

End