

# Disclosure of Interest

Employee's Name: \_\_\_\_\_  
[Please print or type]

I hereby certify that I have been notified that I must disclose potential conflicts of interest at least annually under Civil Service Commission Rule 2-8 and relevant departmental work rules and directives. I also certify that:

Neither I nor any member of my immediate family\* has any personal or financial interest in any business or entity with which I have direct contact while performing official duties as a classified employee.

OR

I, or a member of my immediate family,\* have personal or financial interests in a business or entity with which I have direct contact while performing official duties as a classified employee, as summarized below:

Should my assignment, my interests, or the interests of my immediate family\* members change so that this no longer is accurate, I will submit the new information for review to my appointing authority within 14 calendar days.

Please sign and date this form and return it to your human resources office.

Employee's Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

\*Immediate family means your grandparent, parent, parent-in-law, stepparent, sibling, spouse, child, or stepchild.

## Civil Service Rule 2-8: Ethical Standards and Conduct (Partial)

### 2-8.1 Ethical Conduct Required

Employment in the state classified service demands a high degree of loyalty and imposes high ethical standards on employees to ensure the integrity of state government and maintain effective services. All employees must meet these ethical standards and all appointing authorities are obligated to enforce these ethical standards.

### 2-8.2 Prohibitions

(a) **All employees.** A classified employee shall not do any of the following:

- (1) Divulge or release, for financial gain for the employee or a member of the employee's immediate family, any confidential information that is not by law, rule, regulation, or court order available to members of the general public. However, this subsection does not prohibit an employee from disclosing to a public body a violation or suspected violation as authorized in rule 2-10 [Whistleblower Protection] unless otherwise prohibited by statute, court order, or professional ethics.
- (2) Engage in or agree to engage in, for financial gain for the employee or a member of the employee's immediate family, any business transaction or private arrangement that accrues from or is based on the employee's official position or on confidential information gained by reason of the employee's position.
- (3) Solicit, accept, or agree to accept anything of value (1) from any designated representative [as defined in rule 9-1] or (2) under any circumstances that could reasonably be expected to influence the manner in which the employee performs work or makes decisions.
- (4) Make available any consideration, treatment, advantage, or favor beyond that which is generally granted or made available to others under similar circumstances.
- (5) Represent or act as an agent for any private interests, whether for compensation or otherwise, in any transaction in which the state has a direct and substantial interest and which could reasonably be expected to result in a conflict between the employee's private interests and official state responsibilities.
- (6) Exercise any decision-making authority of the state regarding any state regulation, enforcement, auditing, licensing, or purchasing with respect to any business or entity in which the employee or a member of the employee's immediate family has any financial interest.
- (7) Engage in supplemental employment that conflicts with the satisfactory or impartial performance of the employee's state duties.
- (8) Engage in supplemental employment without the express written consent of the employee's appointing authority.
- (9) Engage in any supplemental employment during actual-duty time.
- (10) Request or use sick leave to engage in supplemental employment.
- (11) Use any state funds, property, or equipment in or for the benefit of any supplemental employment.
- (12) Fail to timely, fully, and accurately report to the employee's appointing authority any of the following:
  - (A) Any interest of the employee or the employee's immediate family in any business or entity with which the employee has direct contact while performing official duties as a classified employee.
  - (B) Any supplemental employment or change in approved supplemental employment required by this rule, applicable regulations, or departmental work rules.

(b) **Attorneys.** In addition to any other prohibition, an employee occupying a classified position that requires the employee to be a licensed attorney in the State of Michigan shall not do any of the following, whether for compensation or otherwise:

- (1) Represent any person or entity with an interest adverse to the State of Michigan or any of its agencies or instrumentalities (1) in any criminal, civil, regulatory, or

administrative matter or (2) before any court or administrative agency.

- (2) Represent any private interest before any state administrative agency.
- (3) Represent another state employee in any matter, including a personnel matter, against the State of Michigan or any of its agencies or instrumentalities.

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### 2-8.3 Disclosure

(a) **Personal and financial interests.**

- (1) **Disclosure.** At least annually, an employee shall disclose to the employee's appointing authority all personal or financial interests of the employee or members of the employee's immediate family in any business or entity with which the employee has direct contact while performing official duties as a classified employee.
- (2) **Action by appointing authority.** If an appointing authority determines that the personal or financial interests of an employee or the employee's immediate family represent an unacceptable conflict of interest with the employee's state duties, the appointing authority may take any of the following actions to eliminate the conflict:
  - (A) Require appropriate actions by the employee or the employee's immediate family regarding the personal and financial interests.
  - (B) Change the employee's job, including, but not limited to, imposing a lateral job change, demoting the employee, changing reporting relationships, changing work locations, or reassigning specific tasks.
  - (C) Separate the employee from the classified service if the conflict cannot be eliminated.

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### 2-8.4 Compliance

As a condition of continued employment in the classified service, an employee must comply with the requirements of applicable rules, regulations, departmental work rules, and individual requirements imposed by the employee's appointing authority.

### 2-8.5 Discipline

An employee who engages in conduct prohibited by rule 2-8, an applicable regulation, a departmental work rule, or an individual requirement imposed by the employee's appointing authority may be disciplined, up to and including dismissal from the classified service.

### 2-8.6 Reporting Alleged Violations

An employee who becomes aware of any alleged violation of a standard of ethical conduct in this rule, an applicable regulation, a departmental work rule, or an individual requirement imposed by an appointing authority must report the alleged violation to the employee's appointing authority.

### 2-8.7 Appointing Authority Guidance and Exemptions

(a) **Departmental work rules and directives.** An appointing authority may issue departmental work rules or other written directives to define, implement, and enforce ethical standards. An appointing authority may, for example, do any of the following:

- (1) Establish ethical standards for employees that are more strict than the basic standards established in this rule and the regulations.
- (2) Define specific prohibited acts and conflicts of interest.
- (3) Identify specific employees or classes of employees required to file disclosure reports.
- (4) Establish procedures, forms, and times for disclosure.
- (5) Establish procedures for an employee to obtain a prior written determination from the employee's appointing authority as to whether specific future conduct is permitted or prohibited.

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