

# POLICY UPDATE

June 19, 2009

This week the Alamo Colleges Board of Trustees took the following policy actions:

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## **(1) REVISED Policy D.2.4 - Nepotism, Conflicts of Interest**

This policy now includes a prohibition against employees, members of their immediate families, and those living in the same household as employees from serving as vendors or independent contractors to the Alamo Colleges. This includes businesses or other entities that are owned by these individuals in whole or in part (10% or more, or \$15,000 or more of the value).

It's the employee's responsibility to disclose these relationships.

Please read and make sure you understand the policy:

<http://www.accd.edu/district/ethics/searchfiles/D.2.4%20Policy.pdf>

If you have any doubt about whether this applies to a specific situation, or you need guidance, contact the Employee Services or Acquisitions departments or the District Ethics and Compliance Office before proceeding.

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## **(2) REVISED Policy D.2.5 - Hiring Authority, Status, Assignments and Duties**

This policy was revised to authorize the Chancellor to (1) hire all temporary contract employees including adjunct faculty, and (2) authorize the employment of other contract personnel pending board approval when deferring the employment until the next regular board meeting would cause a significant disruption in operations, such as when faculty are needed for instructional programs.

The revised policy is available at the Alamo Colleges online policy website:

<http://www.accd.edu/district/ethics/searchfiles/D.2.5%20Policy.pdf>

The related procedure, D.2.5.1, was also revised consistent with the policy changes. You can access the procedure at:

<http://www.accd.edu/district/ethics/searchfiles/D.2.5.1%20Procedure.pdf>

If you have questions or need more details or guidance, contact the Employee Services department.

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The presentation of new policy manual Section C – Finance and Operations – to the Board was deferred until the August policy committee and regular board meetings. Any links to these new policies/procedures will be activated upon adoption by the Board.

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