

Guidelines

Title:	DHS OHA 060-002-01 Conflict of Interest Guidelines
Related to:	DHS OHA 060-002
Effective date:	1/1/17

Purpose

This document describes the steps to be followed when a conflict of interest may exist for an employee.

Guidelines

1. Employee completes and submits a signed MSC 0104 Conflict of Interest Review and Determination form to immediate supervisor.
2. Supervisor signs and routes declaration to the Office of Human Resources.
3. Human Resources reviews and evaluates request and determines if there is a conflict of interest.
4. HR provides a written notification to both the employee and the employee's supervisor of their determination, to include any necessary restrictions or conditions to which the employee must adhere to avoid conflict of interest or the appearance of conflict of interest going forward.
5. The employee is responsible for complying with any restrictions or conditions of the HR determination of conflict of interest. Employee is also responsible for notifying supervisor and HR of any changes in the situation that might impact whether or not the potential conflict of interest continues to exist.
6. The supervisor is responsible for monitoring the employee's adherence to any restrictions of conditions
7. Appeal of Determinations
 - a. If the employee disagrees with the determination, or the specified restrictions or conditions to avoid conflict of interest or its appearance, the employee may request a review of a determination from the Senior Human Resources Manager for their program area.
 - b. The Senior Human Resources Manager completes review of the determination and provides a written decision to the employee and the employee's supervisor.

6. Retention

- a. After HR has made their determination, the final written notification (usually on the MSC 0104 Conflict of Interest Review and Determination form) will be placed in the employee's personnel file in central office.
- b. Copies of the final signed Determination are provided to the supervisor and the employee.
- c. Supervisors may also keep their copy in the supervisory or "drop" file at the local office.
- d. Any other supporting documentation from the determination process will be kept in the confidential HR investigative file.
- e. The record(s) will be retained by HR for 10 years beyond the termination date of the employee.

References

Policy

- [MSC-060-002, Conflict of Interest Policy](#)

Forms referenced

- [DHS 0104, Conflict of Interest - Review and Determination](#)

Related policies

MSC-060-002, Conflict of Interest Policy

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Conflict of Interest, conflict, Conflict of Interest Guidelines

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