



UT System Administration Policy Library -- PolicyUTS110

Employees of The University of Texas System: Financial Disclosure and Conflict of Interest Statement

Responsible Officer: Vice Chancellor for Administration

Sponsoring Office: Office of Administration

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Errors or changes to: policyoffice@utsystem.edu

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POLICY STATEMENT

It is the policy of the State of Texas and The University of Texas System that employees may not have a direct or indirect interest, financial or otherwise, in a corporation or business, engage in a professional activity, or incur an obligation of any nature that is in substantial conflict with or might reasonably tend to influence the discharge of the employee's official duties.

RATIONALE

This policy implements the state conflict-of-interest policy by providing a transparent process for disclosing relationships with business entities, corporations, and donors. The information provided in the financial disclosure statement is for the purpose of assuring compliance with state ethics laws and with the Regents' *Rules and Regulations*.

SCOPE

All institutions and UT System Administration

WEBSITE ADDRESS FOR THIS POLICY

<http://www.utsystem.edu/policy/policies/uts110.html>

RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

UT System Administration Policies & Standards	Other Statutes, Policies & Standards
<ul style="list-style-type: none">• <u>UTS109, Chancellor and Presidents of the University of Texas System: Financial Disclosure and Conflict of Interest</u>	<ul style="list-style-type: none">• <u>Chapter 572, Government Code</u> (Personal Financial Disclosure, Standards of Conduct, and Conflicts of Interest)

<u>Statement</u>	
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CONTACTS

If you have any questions about UT System Administration policy UTS 110, *Employees of the University of Texas System: Financial Disclosure and Conflict of Interest Statement*, contact the following offices:

Subject	Office Name	Telephone Number	Email/URL
	Office of Administration	512-499-4205	Administration@utsystem.edu
	Office of General Counsel	512-499-4462	http://www.utsystem.edu/ogc

DEFINITIONS

Dependent Child

For purposes of this statement, a child is a “dependent child” if the employee provided more than 50 percent of the child’s support during the preceding calendar year, and includes an adopted child or stepchild.

RESPONSIBILITIES

Each employee who is authorized to execute contracts on behalf of U.T. System or its institutions, or who exercises discretion with regard to the award of contracts or other pecuniary transactions

- Files this financial disclosure and conflict of interest statement with the head of the department in which the employee works

The Department Head of U.T. System

- Reviews and signs the statement and transmits it to the Executive Vice Chancellor or Vice Chancellor, as applicable, for review.

The Department Head of U.T. System institution

- Reviews and signs the statement and files it with the President of the institution.

The Executive Vice Chancellor or Vice Chancellor

- Reviews the statement filed by U.T. System employees and files the statement with the Chancellor.

Each U.T. System Institution

- Includes this policy in its Handbook of Operating Procedures.

PROCEDURES

WHO IS REQUIRED TO FILE?

(a) Each employee who is authorized to execute contracts on behalf of U.T. System or its institutions, or who exercises discretion with regard to the award of contracts or other pecuniary transactions, shall file this financial disclosure and conflict of interest statement disclosing the requested information regarding the filer, the filer's spouse, and the filer's dependent children.

(b) An employee "exercises discretion" if the employee makes the final decision concerning the award of contracts or other pecuniary transactions, or if the employee's job duties include making a recommendation that is considered by the final decision-maker in the decision to award the contract.

EXEMPTIONS: The Chancellor of the U.T. System and the Presidents of each institution in the System are not required to file this financial disclosure statement. They are required to file a personal financial statement under Chapter 572, Government Code, as well as a University of Texas System Disclosure Statement specifically for the Chancellor and Presidents.

FILING DEADLINE: This financial disclosure statement must be filed not later than April 30 of each year, except that newly-hired employees must file this statement not later than the 45th day after the first day of employment.

PERIOD COVERED: This financial disclosure statement covers activity for the entire calendar year preceding the year in which this statement is due.

WHERE THE STATEMENT IS FILED:

(a) Each employee of the U.T. System who is required to file this financial disclosure statement must file it with the head of the department in which the employee works. The department head must then review and sign the statement and transmit it to the Executive Vice Chancellor or Vice Chancellor, as applicable, for review. The Executive Vice Chancellor or Vice Chancellor must then file the statement with the Chancellor.

(b) Each employee of a U.T. System institution who is required to file this financial disclosure statement must file it with the head of the department in which the employee works. The department head must then review and sign the statement and file it with the President of the institution.

(c) A filer who does not have a department head must file the statement with the Chancellor or the President of the institution, as applicable, for review and signature.

INSTRUCTIONS: This financial disclosure statement must be completed either in ink or typewritten. Attach pages of the same size as the form if additional space is needed on any response and identify each response by the part to which it relates.

INFORMATION ABOUT FAMILY MEMBERS:

(a) This financial disclosure statement must include information about the employee as well as the employee’s spouse and dependent children.

(b) For purposes of this statement, a child is a “dependent child” if the employee provided more than 50 percent of the child’s support during the preceding calendar year, and includes an adopted child or stepchild.

INCLUSION IN HANDBOOK OF OPERATING PROCEDURES:

Each U.T. System institution shall include this policy in its Handbook of Operating Procedures.

FORMS AND TOOLS/ONLINE PROCESSES

[Financial Disclosure and Conflict of Interest Statement Form](#)

APPENDIX

None

Keywords: financial disclosure, conflict of interest, employees, dependant, financial, legal
