



## 1. What is the UC policy on conflict of interest and/or conflict of commitment?

*The UC ANR Handbook defines conflict of interest or commitment as: UC policy is that none of its faculty, staff, and/or volunteers shall engage in any activities that place them in a conflict of commitment and/or of interest between their official activities and any other interest or obligation. Such conflicts may interfere with the individual's ability to meet his or her UC obligations, or may create a potential or actual conflict of commitment or interest, or the appearance of same. (ANR Administrative Handbook, [Section 403 – Conflict of Interest](#)).*

## 2. What is County Director authority in determining conflict of interest or commitment of a 4-H volunteer?

*The county director has responsibility and authority to so designate those activities that, in their opinion as county director, constitute a conflict of interest and/or a conflict of commitment by an adult volunteer. Should the county director deem an adult volunteer to hold a conflict of interest or commitment, the adult volunteer will be contacted in writing and asked to remove him or herself from the conflict of interest or commitment or resign from their adult volunteer position.*

## 3. Are there guidelines for the county director to consider when making a decision about conflict of interest or commitment?

*A county director can use the following questions as a guide in their determination.*

- A. *In what capacity will an employee/adult volunteer be allowed to serve?*
  - *Resource Leader*
  - *Project Leader*
  - *Community Club Leader*
  - *County Chair for a Project*
  - *VMO/Council President*
  
- B. *Does the employee/adult volunteer have a spouse serving in any of the above capacities, how might that impact the 4-H YDP?*
  
- C. *If a complaint is filed, how will you determine if the complaint applies to the individual in their capacity as an employee or as an adult volunteer?*





*D. If the individual were to make a complaint about UC/ANR/4-H, would it be responded to in their capacity as an employee or as a volunteer?*

*E. Role confusion can be particularly problematic at 4-H events:*

- At 4-H events, which role would the employee/volunteer be expected to fill?*
- Further, are they working in their paid capacity, or in their volunteer (non-paid) capacity?*
- If the dual employee/volunteer were to change roles while an event was underway, would this be problematic? How will you the county director be notified that the change occurred?*
- If an accident were to occur, how might that impact UC and/or county liability? Workers Compensation?*

**4. What should a county director consider concerning a conflict of interest or commitment as it relates to an employed 4-H secretary?**

*In addition to all of the above, potential conflicts unique to the secretarial position should be considered and before approving dual service as an employee/volunteer.*

*4-H secretarial positions may be filled by non-UC employees. Accordingly, it is important to note that a county director's decision about dual employee/volunteer for a University staff member does not necessarily extend to the secretary (and/or any other county staff). In these cases, the county director should follow county policy.*

**5. What considerations are there for employees of another organization who collaborate with 4-H?**

*The county director should review the capacity of the volunteer role and what conflicts it might provide. Employees of outside organizations, which are collaborating with the 4-H YDP, are considered staff representing the other organization. They would not be considered a 4-H adult volunteer within the context of the collaborative relationship. If such a person desired to be involved as an appointed 4-H adult volunteer outside of the collaborative relationship, they would do so solely as an individual, not as a representative of the other organization.*

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