UW-Green Bay

Conflict Management Plan

#### Purpose

If a **renumerated conflict of interest** or appearance of such conflict is identified, a Conflict Management Plan shall be developed to align with [UW policy](#_Applicable_Resources:) and [Wisconsin Administrative Code](#_Applicable_Resources:). A Conflict Management Plan should also be developed to document the supervisor’s written permission if it is determined that an employee’s outside professional activities may create a **conflict of commitment** with their primary duties at UW-Green Bay (even if there is no renumeration for that activity). In general, a conflict of commitment may exist if an employee’s aggregate time commitment to one or more outside professional activities will exceed an average of 16 hours per calendar month during hours that they would normally be on duty in their UW system position.

Responsibility for developing, monitoring, and tracking applicable Conflict Management Plans lies with the applicable employee, supervisor/chair, and Dean/Division Leader.

#### Conflict Management Plan

The following Conflict Management Plan was developed by the Supervisor/Chair and the Employee. Prior to developing this plan, the Supervisor and Employee each reviewed the available resources and information regarding conflicts of interest (listed at the bottom of this form).

##### Employee Information:

**Employee Name**: Click or tap here to enter text.

**Employee Title**: Click or tap here to enter text.

**Employee Department**: Click or tap here to enter text.

##### Supervisor Information:

**Supervisor/Chair Name**: Click or tap here to enter text.

**Supervisor/Chair Title**: Click or tap here to enter text.

**Supervisor/Chair Department**: Click or tap here to enter text.

##### Nature of Conflict (may select more than one):

Conflict of Interest with Renumeration

Conflict of Commitment (with or without renumeration)

##### Activity Description:

**What is the type of activity/interest/relationship that creates an actual/perceived/potential conflict?[[1]](#footnote-1)**

Click or tap here to enter text.

**Describe the nature of the conflict and the Employee’s level of involvement[[2]](#footnote-2)**

Click or tap here to enter text.

##### Management Plan Actions:

**How will the work of the Employee be managed to avoid the conflict? Describe the measures and strategies that will be put in place to mitigate and protect against the conflict[[3]](#footnote-3)**

Click or tap here to enter text.

**How will the management plan be periodically reviewed?[[4]](#footnote-4)**

Click or tap here to enter text.

##### Understanding, Agreement, and Approval

This Conflict Management Plan was developed by the Supervisor and Employee and was approved by the designated approver (Dean/Division Leader). By signing this agreement, the Employee acknowledges that UW-Green Bay will monitor and evaluate this plan and relevant policies. If at any time the institution decides this plan is not sufficient to manage the conflicts or is not in the best interest of the institution, the institution may determine the conflict is not capable of a management plan. At that time, the Employee may be asked by a designee of the institution not to continue involvement in the outside activity causing the conflict, while employed at UW-Green Bay. The Conflict Management Plan will be in effect until the activity/interest/relationship changes.

The completed Conflict Management Plan will be routed through DocuSign for signature by the employee, supervisor, and designated approver, with a copy sent to Human Resources for the employee’s personnel file.

**Employee:**

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Signature Date

**Supervisor:**

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Signature Date

**Approver (Dean/Division Leader):**

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Signature Date

##### Review of the Management Plan

Written plans should be updated as situations and circumstances change, and the review of the Conflict Management Plan should continue annually until the conflict no longer exists. A new Conflict Management Plan should be submitted if/when there are significant changes to the information contained within.

##### Applicable Resources:

* [Regent Policy Document 13-4](https://www.wisconsin.edu/regents/policies/institutional-and-employee-relationships-with-educational-loan-lenders/): Wisconsin System Policy on Institutional and Employee Relationships with Educational Loan Lenders (RPD 13-4)
* [Wis. Admin. Code § UWS 8.025](https://docs.legis.wisconsin.gov/document/administrativecode/UWS%208.025)
* [Regent Policy Document 20-22:](https://www.wisconsin.edu/regents/policies/code-of-ethics/)Code of Ethics
* Office of Compliance & Integrity [Ethics Information](https://www.wisconsin.edu/compliance/focus-areas/ethics/)
* [SYS 1290,](https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/code-of-ethics/) *[Code of Ethics](https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/code-of-ethics/)*

1. *Report activities that may qualify as an outside activity, regardless of whether remuneration is received or not; as described on the OAR - relationships such as consulting, research, teaching, or writing; offices and directorships; ownership interests; foreign activities; indicate whether remuneration is received or not, as well as the time commitment* [↑](#footnote-ref-1)
2. *Accurate explanation of the actual/perceived/potential conflict; relationship of the potential conflict to the institution; potential impacts of the employees work at the institution; additional information on the situation as it exists or history* [↑](#footnote-ref-2)
3. *Time and effort commitments; how the Employee assures that their institutional responsibilities will be accomplished; restrictions placed on the Employees work with the institution; restrictions on the Employee’s involvement with the outside activity; etc. Examples: removing self from discussions, involvement, and decisions on certain matters; acting in a supervisory role to specific employees; adjusted work schedule; leave of absence; etc.* [↑](#footnote-ref-3)
4. *Facilitating oversight in monitoring the plan to ensure the safeguards are followed. Example: annual review during OAR process, early review of the plan due to the conflict changing from a potential conflict to an actual conflict, etc.* [↑](#footnote-ref-4)