

Considerations for Outside Income Activity and Conflict of Interest

Before pursuing outside income activity, colleagues are encouraged to review their situation with their department head/unit leader, district director or program director. Cooperative Extension colleagues serve the public good, and when colleagues fail to exercise consideration about outside employment or income activity, they may lose public trust. A conflict of interest does not exist only when interests are at odds. A conflict of interest also exists when there is a potential for interests to be at odds. These are questions to consider.

Relationship to Cooperative Extension Role:

- Is this activity related to your role as a Cooperative Extension employee?
- How will this activity impact, or potentially impact, your credibility with or state audiences and partners?
- If considering consultant work in your area of expertise, have you considered how this proposed work is different from the work you do as an Extension employee?
- How will this impact your accessibility to constituents?
- Will this income activity jeopardize your position with Cooperative Extension?
- If considering work in an adjacent county, how will your employment impact your colleagues' credibility and work in that county?
- Are there partners (funding partners or otherwise) that could potentially be affected?
- Is it in the **best** interest of Cooperative Extension for you to do this activity?

Compensation and Use of Public Resources:

- Is it your intention to deposit funds from outside employment into a professional development fund, managed by the district, local county extension office, program unit or take the fund personally?
- Discuss with your Program Director, Unit Leader and/or District Director if you anticipate entering into activities where you will earn \$5,000 or more. An outside activities report is required.

When specifically considering teaching at a UW Institution:

- Will you use county time/resources to prepare for this course/opportunity?
- How will this affect your scheduled "typical" work week?
- If teaching a course, how closely related is the course subject to your current role/position?
- Consider overload approval for teaching on a UW Institution. Link to overload approval form: <http://www.ohr.wisc.edu/apo/overload/>)