



Conflict of Interests Dual Employment Reporting Form

In accordance with the State and Local Government Conflict of Interests Act all employees with potential conflicts of interests regarding dual employment of an immediate family member are required to report to the University any potential conflict of interests. Completion of this form meets the reporting requirement. A conflict of interests exists when a University employee or member of the immediate family has a personal interest from participation in a contract or transaction to which Old Dominion University is a party. Immediate family is defined as a spouse or any other person residing in the same household as the employee that is a dependent of the employee or of whom the employee is a dependent. If an employee has a conflict of interests, it must fall within permissible exceptions. Employees should consult the State and Local Government Conflict of Interests Act located in §2.2-3100 of the Code of Virginia for details.

Department: _____	Supervisor: _____
University ID Number (UIN): _____	
Full Name: _____	MI _____
Home Address: _____	

City/State	Zip
Phone# _____	E-mail Address _____

The University prohibits spouses or other members of the employee’s immediate family from working at the University unless the Board of Visitors is advised of the conflict and the Board finds that it is in the best interests of the University to allow the dual employment.

The employee shall not supervise, review, or otherwise be under the control of a spouse or a member of the immediate family if employment is permitted.

Is any member of your immediate family or household employed by Old Dominion University? YES ___ NO ___ If yes, please complete the information below.

Name of Immediate Family Member or Household Member	Relationship <i>The person in the previous column to you is your _____.</i>	Family/ Household Member's Department	Family/Household Member's Supervisor

Employees have the ultimate responsibility to comply with the law. In as much, it is the responsibility of the employee to report any changes that may impact dual employment status after completion of this form.

Signature

Date

Failure to disclose dual employment relationships is a violation of the Conflict of Interests Act and is subject to disciplinary action up to termination.

Old Dominion University is an equal opportunity, affirmative action institution.

Revised: August 2019
Effective: September 2013