

## Conflict of Interest Code for the Hartnell Community College District

The Political Reform Act (Government Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. §18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of § 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices designating officials and employees (Appendix A) and established disclosure categories (Appendix B) shall constitute the conflict of interest code of the Hartnell Community College District.

Designated employees shall file statements of economic interests with their agency. Statements for all designated employees will be retained by the agency. All statements will be kept on file in the Office of Human Resources and Equal Employment Opportunity.

Hartnell Community College District  
Conflict of Interest Code

Explanation for Position Designations  
And Disclosure Responsibilities

All designated positions assigned disclosure category one (1) have broad and indefinable duties.

All designated positions assigned disclosure category two (2) have duties that affect the entire institution.

All designated positions assigned disclosure category three (3) have duties that primarily affect their department.

Consultants assigned disclosure category four (4) have broad and indefinable duties.

PROPOSED

Hartnell Community College District  
Amendment to Conflict of Interest Code

Disclosure	Designated Position	Appendix A Categories
1	Governing Board Members	
1	Superintendent/Pres	
1	Executive Vice President	
1	Vice President, Advancement, Public Information & Marketing	
1	Associate Vice President, Administrative Information Systems & Library Services	
1	Associate Vice President Support Operations	
1	Facilities Planning Manager	
2	Associate Vice President, Student Affairs & Athletics	
2	Associate Vice President, Career & Economic Development	
2	Associate Vice President, Academic Affairs & Accreditation	
2	Director, Education Services, South County	
2	Controller	
2	Director, Human Resources & Equal Employment Opportunity	
2	Development Officer	
2	Director, Small Business Development Center	
2	Grants Manager	
3	Dean of Physical Education & Athletics	
3	Dean, Distance Learning, Evening and Weekend Programs	
3	Dean, Developmental Education	
3	Assistant Dean/Director, Nursing and Health Sciences	
3	Director, Financial Aid	
3	Director, Enrollment Services	
3	Director, Counseling, Matriculation & Transfer Services	
3	Director, Western Stage	
3	Director, Child Development Center	
3	Manager, Extended Opportunity Programs & Services (EOPS)	
3	Manager, Food Services	
3	Grant Project Directors	
4	Consultants	

## Disclosure Categories

## Appendix B

Category 1 – **All** sources of income, interests in real property and investments and business positions in business entities. *(All schedules apply)*

Category 2 – **All** investments and business positions in business entities and income from sources which manufacture, sell or provide supplies, materials, books, machinery, services or equipment **of the type utilized by the agency**. *(Schedules A, C-2, D, E, F, G, H-1, H-2 & H-3 apply)*

Category 3 – **All** investments and business positions in business entities and income from sources which manufacture, sell or provide supplies, materials, books, machinery, services or equipment **of the type utilized by the designated employee's department or division**. *(Schedules A, C-2, D, 3, F, G, H-1, H2-2 & H-3 apply)*

Category 4 – Consultants shall be included in the list of the designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The Superintendent-President may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Superintendent-President’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.