

1. Outside Employment/Volunteer Work:

Employees must have the written authorization of the permanent head (or designate) prior to undertaking activities outside the public service that may create a real or perceived conflict of interest with his/her duties.

Subject areas for disclosure

The following subject areas should be used to assist in determining whether an employee is involved in an activity (related or unrelated to his or her work in the public service) which may create a real or perceived conflict of interest with his or her duties and needs to be disclosed:

- Self-employment
- Activities from which there is a monetary reward
- Activities where a service or advice is provided and an honorarium received
- Volunteer activity where there is a potential for conflict with current duties

Examples of outside employment

- Farming
- Freelance journalism
- Rental of machinery or equipment
- Consulting work
- The sales of goods or services
- Employment in service industries, that is, bars, restaurants, resorts, etc.

Outside employment/activities will be permissible as long as such employment

- Does not interfere with the public employee's performance of his or her regular duties
- Is not forbidden by legislation
- Does not use advantages derived from employment in the public service
- Does not involve the use of government premises, supplies, equipment and/or government personnel, etc.
- Is not performed in a manner as to appear to be an official action or policy

Process for approval to engage in outside employment/activities

- An **employee** who wishes to undertake outside employment/activities must inform his or her immediate supervisor of this matter by completing an "Approval for Outside Employment" form.
- The **immediate supervisor** (the appropriate level of authority to be determined by the ministry) shall, upon receipt of this information, submit the request to the branch/division head, together with his or her recommendation to approve/approve with modifications/not approve the request.
- The **branch/division head** (the appropriate level of authority to be determined by the ministry) shall take the supervisor's recommendation into account when making his or her recommendation to approve/approve with modifications/not approve the request to the Executive Director of the Human Resource Service Team serving the ministry.
- The **Executive Director of the HRST (or designated Human Resource Manager)** shall take the supervisor's and branch/division head's recommendations into account when making his or her recommendation to approve/approve with modifications/not approve the request to the permanent head of the ministry.
- The **permanent head (or designate)** shall take all recommendations into account when he or she approves/approves with modifications/not approves the request.

The employee must have written authorization from his or her permanent head (or designate) prior to engaging in outside employment.

Guidelines concerning employees teaching in educational institutions

Employees may, with the prior written approval of the permanent head (or designate), teach courses at institutions, including other government ministries and agencies, for a fee during normal working hours provided that:

- a) Acceptable arrangements are made for the employee to perform all regular duties
- b) Course preparation and marking is done on the employee's own time
- c) No other conflict arises

If a situation arises where an infringement upon the employee's normal duties is unavoidable, the permanent head (or designate) may require that part or all of the fee received be paid to the Minister of Finance.

2. Management of Private Affairs and Investments:

Upon appointment to public office, employees are expected to arrange their private and financial affairs in such a manner that no possible conflict of interest exists or appears to exist.

Disclosure of private affairs

The intent of this section of the guidelines is to deal with the financial interests (both investments and private assets) an employee has that may put him or her into a conflict of interest situation.

Private affairs should be interpreted as private assets, such as ownership of property or indirect financial dealings, or ownership such as the ownership of stocks or bonds by an employee's spouse, which might be or appear to be a conflict of interest.

If an employee perceives that a conflict of interest exists, or has the potential to develop, as the result of his or her financial dealings or the financial dealings of a relative or close associate, he or she must inform his or her branch/division head. The branch/division head shall then report this matter to the permanent head (or designate) who shall decide whether a conflict of interest situation actually exists.

Examples of private affairs requiring disclosure

An employee in the Ministry of Government Relations with substantial land holdings adjacent to Regina holds a position with the ministry that could be used to influence decisions which will cause the value of his/her property to rise substantially.

A procurement officer has interests in an office equipment firm. He or she could use the information gained on the job to ensure this firm submits the lowest tender

An Economic Development Consultant approves substantial loans and grants to manufacturing firms; his or her spouse owns 35% in a manufacturing firm.

3. Exceptions to the General Statement:

a) If a permanent head becomes aware that a public employee is involved in financial, commercial or business transactions that might constitute a conflict of interest, he or she can demand that the public employee give a full disclosure of these interests. If the public employee's disclosure substantiates the permanent head's concerns, he or she shall report this matter immediately to the Chair, Public Service Commission.

The permanent head, after prior consultation with the Chair, Public Service Commission, has the authority to demand a financial disclosure statement from his or her employees who have discretionary power in regard to financial issues;

Section: PS 801-B

Conflict of Interest Disclosure Requirements

Appendix B

Last Revised: October 2019

Last Reviewed: January 2014

Next Review:

e.g. purchasing agents, tax and fiscal analysts, employees involved in the allocation of grants or the awarding of contracts.

b) Permanent heads shall file their disclosure statements with the Premier or his or her designate, as per their individual contracts of employment.

The Minister responsible for the Public Service Commission or the Deputy Minister to the Premier has the authority to demand a financial disclosure statement from a permanent head (or equivalent) if he or she perceives that the permanent head is involved in a financial, business or commercial transaction which might constitute a conflict of interest. The permanent head's disclosure statement will be confidential and if the concerns of the Minister responsible for the Public Service Commission are well founded, the issue will be taken to Cabinet for a decision.