

UI Conflicts of Commitment and Interest in the Workplace **Management Plan Template**

MANAGEMENT PLAN ELEMENTS

Written Management Plans must include:

- I. **Employee Information:** Name, UI Position, Department/Unit
- II. **Description** of the outside activity, interest, or relationship that creates an actual, potential, or perception of a conflict.
- III. **Management Plan Actions** for addressing the specific conflict, including:
 - a. **For Conflicts of Interest in the Workplace:** How the conflict will be managed or eliminated.
 - b. **For Conflicts of Commitment:** Description of the external time and effort commitments and how the employee assures that his/her university responsibilities will be accomplished and/or how leave will be used to eliminate the conflict.
- IV. **Statement of Understanding**
- V. **Employee Approval**, as indicated by her/his signature
- VI. **Administrative Approval:** DEO/Supervisor and Senior HR Rep (if staff)/Associate Dean for Faculty (if faculty).
- VII. **Notes** for Filing/Monitoring Plan

INSTRUCTIONS TO SENIOR HR REPRESENTATIVE/ASSOCIATE DEAN FOR FACULTY

1. Review Disclosure Report to ensure that the Disclosure Review Considerations have been reviewed for the particular type of disclosure at hand.
2. For Yellow and Red categories, identify the type of outside activity/interest and review the COI Management Plan Considerations on the Conflict of Interest in the Workplace (COI-W) [Categories](#).
3. Use the COI-W [Management Plan Template](#). Attach additional sheets, as needed.
4. Complete the form in consultation with the Employee's DEO/Supervisor.
5. Secure required signatures and provide the Dean or appropriate VP and the employee with a signed copy of the final Management Plan.
6. Keep original documents in the employee's ePersonnel File.

UI Conflicts of Commitment and Interest in the Workplace
Management Plan Template

I. EMPLOYEE INFORMATION

Employee Name	UI Position/Title
Department	College/Division
Person Completing the Management Plan	UI Position/Title

II. DESCRIPTION of the relationship and/or interest that creates an actual, potential, or perceived conflict.

III. MANAGEMENT ACTIONS that will be taken to manage the situation.

IV. STATEMENT OF UNDERSTANDING: This Management Plan will be in effect until the activity/interest changes. If the relationship changes, the employee must complete a new Disclosure Report via the eCOI online disclosure portal.

V. EMPLOYEE ACKNOWLEDGEMENT

I agree to abide by the agreements of this Management Plan.

Signature/Title _____ Date _____

VI. ADMINISTRATIVE APPROVAL

Department Approval

Signature/Title _____ Date _____

Collegiate/Division Approval

Signature/Title _____ Date _____

VII. NOTES

- A signed copy of this Management Plan has been distributed to the relevant parties and placed in the Employee’s personnel file.
- Next review of this Management Plan will be no later than _____ (date), or earlier if the situation changes.

Additional information about UI Conflicts of Commitment and Interest Policies can be found online: <http://provost.uiowa.edu/conflicts-commitment-and-interest-policies>