



## 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 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: \_\_\_\_\_ Position # \_\_\_\_\_

Supervisor: \_\_\_\_\_

Full Name: \_\_\_\_\_ MI \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone# \_\_\_\_\_ E-mail Address \_\_\_\_\_

**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 or Household Member	Relationship to Member	Department	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.**

**Effective 9/13**