

E-mailed to MWAs 12-13-00 jl

Official

Michigan Department of Career Development (MDCD)
Office of Workforce Development (OWD)
Policy Issuance (PI): 00-63
Index: IV

Date: December 13, 2000

To: Michigan Works! Agency (MWA) Directors

Subject: To transmit MDCD/OWD policy regarding potential conflicts of interest between all employees of MWAs and their sub-contractors.

Programs Affected: All programs administered by the MDCD/OWD

Rescissions: None

Background: MDCD/OWD has previously issued policy concerning conflict of interest related to Workforce Development Board (WDB) members employed by organizations receiving funding under the direct control of the WDB. However, there is no current policy regarding conflict of interest involving employees of the MWAs, and their sub-contractors.

Policy: Effective immediately, no employee of an MWA shall create or allow to be created, any situation that causes a conflict of interest or the appearance of a conflict of interest with the employee's job responsibilities.

A conflict of interest is a situation where the employee's conduct or the personal or financial interests of an employee or a member of the employee's immediate family may tend to impair the employee's independence of judgment or action in the performance of official duties.

Action: All MWA employees must complete a document of the MWA's design, which discloses any apparent conflict of interest, or states that no conflict of interest exists, between an employee of the MWA and all sub-contractors. The conflict of interest document described, should be completed by all current MWA staff, and all new MWA staff as they are hired.

These documents must be maintained locally and available for monitoring and inspection. Any MWA employee given an assignment that causes, or appears to cause a conflict of interest shall discuss the issue with his/her immediate supervisor and request relief from the assignment if possible.

This policy issuance will be available for downloading from the Internet system. Please contact Ms. Johnnie Lewis at, (517) 335-7974, for details.

Inquiries:

In accordance with the Americans With Disabilities Act, the information contained in this policy issuance will be made available in alternative format (large type, audio tape, etc.) upon special request received by this office.

Questions regarding this policy should be made to your WIA state coordinator.

Expiration

Date: Continuing.

Signed

Vicki Enright, Director
Office of Workforce Development

VE:GMC:jl