

The California State University  
Office of the Chancellor  
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(562) 985-2674

Date: February 12, 1999

Code: HR 99-03

To: CSU Presidents

From: Samuel A. Strafaci  
Interim Senior Director  
Human Resources Administration

Subject: 1999 CONFLICT OF INTEREST FILING PROCESS

This memorandum serves as a reminder that Conflict of Interest Statements must be filed by all designated employees on your campus by April 1, 1999. Conflict of Interest filing is a campus-delegated responsibility. The Chancellor's Office does not need to be notified when the filing process is completed. However, you will need to provide your final revised designated position list to this office. The following information will be included with your campus' Conflict of Interest Filing Officer's copy of this memo to assist in the annual filing process:

- "Statement of Economic Interests Handbook for State Agency Filing Officers and Filing Officials" (revised November 1997).
- "Limitations and Other Restrictions on Gifts, Honoraria, Travel and Loans Fact Sheet" (revised January 1999) which summarizes the major provisions of the Act concerning gifts, honoraria, travel and loans. Effective January 1, 1999, the gift limit increased from \$290 to \$300 in aggregate gifts from a single source in a calendar year.
- 1998-99 Form 700 (schedules and instructions) and Fact Sheet. Filing Officers are requested to ensure that the date a completed individual disclosure statement is received is indicated in the official date stamp box located in the upper right hand corner of Form 700. Copies of the 1998-99 Statement of Economic Interests for Designated Employees Form 700 can be locally reproduced for designated employees of your campus. Campuses that wish to access Form 700 electronically can do so via Internet: <http://www.fppc.ca.gov>.

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<b>Distribution:</b>	Conflict of Interest Filing Officers	w/attachments
	Chancellor	w/o attachments
	Vice Presidents, Academic Affairs	" "
	Associate Vice Presidents/Deans, Faculty Affairs	" "
	Vice Presidents, Administration	" "
	Vice Presidents, Information Systems	" "
	Vice Presidents, University Advancement	" "
	Vice Presidents/Deans of Students	" "
	Business Managers	" "
	Human Resources Directors	" "
	Payroll Managers	" "
	General Counsel	" "

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- "Principal Investigator's Statement of Economic Interests" Form 730-U. This form should be made available to employees "with principal responsibility for a research project funded or supported, in whole or in part, by a contract or grant (or other funds earmarked by the donor for a specific research project or for a specific researcher) from a non-governmental entity."
- CSU Disclosure Category Listing. Attachment A identifies the seventeen (17) CSU disclosure categories and highlights each category's potentially applicable Form 700 schedule in bold print.
- 1999 Designated Position List (Attachment B):
  - √ Campuses are responsible for reviewing their Designated Position List to ensure that appropriate campus positions are disclosed in accordance with CSU's disclosure categories.
  - √ Campuses are requested to carefully review their designated position list to determine whether or not existing positions on campus require incorporation. Please verify that your list is complete in scope and accurately reflects current job titles and disclosure categories for warranted campus positions.
  - √ Attachment B-1 is provided as a sample format for notification to this office of designated position list changes.

Human Resources will continue to operate in an advisory capacity and serve as the liaison between the Fair Political Practices Commission and the campuses. Please contact Theresa Hines at (562) 985-2674 if you have any questions or need additional information.

SAS/dth  
Attachments