



IOWA

Department of Education

Ann Lebo, Director

Kim Reynolds, Governor
Adam Gregg, Lt. Governor

DE Employee Request for Consent to Sell (See second page for Instructions)

Employee Name Elizabeth Johnson Date 7/26/2021

Job Title at DE Education Program Consultant- Adult Education and Literacy

Division, Bureau at DE Community Colleges and Workforce Preparation, Community Colleges

Immediate Supervisor at DE Amy Gieseke

Proposed outside employer Des Moines Area Community College

Proposed services to sell to outside employer

Evening Academic Advisor- Assist post-secondary students in educational planning, completing admissions requirements, and register for credit classes.

(E.g., if teaching classes, which classes, graduate or undergraduate level)

How will selling this service not conflict with your DE duties?

In my current position at the DE, I monitor and provide technical assistant to Federal funded Adult and Literacy programs.

I mainly work with AEL coordinators and instructors in this process. As an Academic Advisor, I will be working with prospective or current credit students and college support staff. I will not be providing TA, guidance, or ensuring compliance for the outside employer.

This role does not conflict with my responsibilities as a EPC.

☒ I certify that I have the permission of my DE supervisor, above named, to make this request of the Department of Education.

Elizabeth Johnson
Signature of Employee

Signature of Employee's DE Supervisor

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Instructions:

The DE is a regulatory agency, as so defined in Iowa Code chapter 68B. This is the chapter of laws regarding ethical conduct of state agencies and state employees. As DE employees, we are prohibited from selling any goods or services (such as the service of teaching a class) to any person or entity that the DE regulates (such as, but not limited to, LEAs, AEAs, Community Colleges, and IHEs that offer practitioner preparation programs) without the prior written consent of the DE.

This is the form to be filled out by the DE employee who seeks such permission. In the space for explaining how selling the proposed service will not conflict with your DE duties, DO NOT state that this is “after hours.” This form assumes that the DE employee is not performing the outside work during DE hours. The purpose of the law is to assure the public that no regulated entity is either benefitting or hurt by hiring a DE employee to perform some service for the entity. So, please explain how your DE duties relate to the proposed outside employer. Examples are on the Ethics Board’s Web site at <http://www.iowa.gov/ethics/ethics/consents/education/education.htm>.

When completed, please give to DE’s General Counsel.