



CONNECTICUT COMMUNITY COLLEGES

ETHICAL CONDUCT POLICY

The provisions of this document shall apply to all employees of the Connecticut Community Colleges. All current and future employees shall be supplied with a copy of this document, and it shall be the responsibility of each employee to be familiar with these provisions and to comply with them. It is strongly suggested that employees avoid those situations which are ethically questionable or which may give the appearance of so being. When in doubt or unsure about the applicability of these provisions, an employee should contact, in the case of the System Office, the Chancellor, or in the case of a college, the college president or their respective designees to review areas of concern or question.

The Connecticut Community Colleges will notify vendors and contractors doing business with the agency of these provisions through the agency business officers. Copies of this policy will be provided upon request.

Rev. 7/95

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Ethical conduct is of critical importance in our relationships with the public, students, other agencies, and private contractors. Those of us who represent the state have positions of trust and responsibility that require us to observe the highest ethical standards. Standards that may be acceptable in the private business world are not necessarily acceptable for Community Colleges employees.

This policy on ethics is intended to supplement and not to replace the obligations of the Code of Ethics for State Employees and the provisions of the Connecticut General Statutes concerning the procurement of goods and services.

The following provisions are applicable to all employees of the Community Colleges:

1. No employee of the Connecticut Community Colleges shall, either individually or as a member of a group, directly or indirectly, accept or solicit any gift or gratuity from any person or organization which has currently, has had previously, or is expected to have a business relationship with the CCC system. Gift or gratuity refers to any object or payment which is not offered to the public at large, including but not limited to luncheon and/or dinner payments, golfing fees and/or fees for other social or athletic events, and bottles of liquor. Gift or gratuity does not include objects of little or no value (such as pencils, ballpoint pens, and similar items used as advertisement giveaways) which are offered to the public at large. Employees should avoid those situations which may result in a conflict of interest or which may give the appearance of a conflict of interest. When in doubt, employees should consult the chancellor or college president or their respective designees.
2. Visits to vendor sites, both in state and out of state, for educational purposes or specific technical training as part of contract procurement are permissible. Such visits must receive prior travel authorization even though there is no cost to the state. All other visits to vendor facilities by employees must be at the state's expense unless specifically approved by the president or chancellor.
3. No employee of the Community Colleges shall use or distribute state information or use state equipment or materials for other than state business.
4. No employee shall allow personal business or obligations to take precedence over responsibility to the Community Colleges. Unless otherwise specified, employees are not prohibited from holding professional licenses and using them outside of state employment, so long as there is no actual or apparent conflict of interest. Employees should seek clarification from their immediate supervisors or the college employee relations office when necessary.

No employee shall solicit or canvas within the college or the System Office for the sale of any goods, services, or other personal business without the written approval of his/her supervisor. Such soliciting or canvassing, even with permission, shall not involve soliciting from subordinates, nor shall it be done on state time. No employee may post or distribute advertising material for such purpose without the express permission of his/her supervisor. No employee may use his/her business address, telephone number, title or status in any way to promote, advertise, or solicit personal business.

5. No employee shall seek or accept employment with or compensation or other benefit from any consultant, contractor, appraiser or any other organization or individual under contract or agreement with the Community Colleges. Additionally, no employee shall have, directly or indirectly, a financial interest in any business, firm, or enterprise doing business with the CCCs which could cause a conflict with or influence the performance of the employee's duties. Employees are cautioned that the provisions of the State Code of Ethics must be strictly adhered to in this area.
6. No employee or relative of an employee may enter into a contract with the state valued at \$100.00 or more unless the contract has been awarded through a competitive bid process.
7. No employee may accept a fee or honorarium for an article, appearance, speech, or participation at an event in his/her official capacity; however, the employee may accept payment or reimbursement for necessary expenses. This payment or reimbursement must be reported to the State Ethics Commission only if it includes lodging and/or out-of-state travel. Necessary expenses are limited to lodging for the nights before, of, and after the appearance, speech, or event; meals; and any related conference or seminar registration fees.

The paramount consideration is whether the activity in question is performed in an employee's official capacity. As a general rule, if a state employee is asked to participate in an event, speak, appear, or write an article and the employee's official position or authority was a significant factor in the decision to extend the invitation, then it will be deemed to be in his/her official capacity. If, however, the employee has developed an expertise in a particular field and is asked to participate in an event, speak, appear, or write an article as a result of his/her knowledge and expertise, then the employee is not prohibited from accepting a fee or honorarium. Note that these situations are very fact-specific, and employees are encouraged to contact the State Ethics Commission, as necessary, for guidance.

8. While relatives of current employees are not prohibited from seeking or accepting employment with the Community Colleges, no employee shall use his/her position or influence to gain employment for a relative. Further, except in conformity with the requirements of the State Ethics Commission, no relative of an employee of the

Community Colleges shall be eligible for appointment, employment, or promotion to a position over which that individual exercises jurisdiction, and no employee is permitted to supervise, either directly or indirectly within the line of supervision, a relative working in a state position. For the purposes of these provisions, the term "relative" shall mean one of the following: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, wife, husband, grandparent, grandchild, father-in-law, mother-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister.

Employees should be aware that their signing of certain documents may result in their being in violation of the State Code of Ethics if such actions result in a financial benefit to a relative as defined above. Examples include all personnel forms (including performance appraisals), vouchers, and other similar documents. When in doubt, employees should consult the college employee relations office for interpretation and appropriate direction.

No employee shall show, either through word or action, any preferential attitude or treatment to any person, group, fellow employee, or other entity in the performance of his/her official duties.

9. No employee of the Community Colleges shall use his or her official authority, directly or indirectly, to coerce, command, or require another state employee to improperly obtain an appointment for any individual to a position within the state service or to act in violation of the state personnel rules and regulations or the Community College personnel policies with respect to appointment and promotion.
10. An employee seeking or holding office as outline in Section 5-266a of the Connecticut General Statutes (which refers to political activities of employees of the state classified service or the judicial department who seek, campaign for, or hold state or municipal elective office) must notify his or her supervisor of this fact in writing. This notification shall include the term of office of the employee. Copies of this notification will be sent to the System Office.
11. No employee of the Community Colleges will engage in partisan political activities while on state time. Additionally, no employee will use state materials or equipment for the purpose of influencing a political election of any sort.
12. Some employees may be covered by the provisions of the federal Hatch Act. In general, the law covers employees whose principal employment is in connection with an activity which is financed in whole or in part by loans or grants made by the United States or a federal agency. An employee subject to the Hatch Act continues to be covered while on vacation leave, sick leave, leave without pay, and personal leave. An employee who devotes a small amount of time to federally financed activity is covered where it is a normal and foreseeable federally financed program. An employee who is subject to the provision of the Hatch Act may
 - a. express his or her opinions on political subjects and candidates,

- b. take an active part in political management and political campaigns, and
- c. be a candidate for office in a political party.

An employee who is subject to the provisions of the Hatch Act may not

- a. use his or her official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office,
- b. directly or indirectly coerce, attempt to coerce, command, or advise a state or local official or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes, or
- c. be a candidate for public elective office in a partisan election.

It is important to point out that it is only candidacy for office that is prohibited, not holding office. Thus, if an employee holds elective office when appointed to a covered position, the employee may continue to serve but may not be a candidate for reelection in a partisan election. Likewise, an employee may accept an appointment to fill a vacancy in an elective office while concurrently serving in a covered position. As specified in provision (a), an employee holding or accepting office as provided above must notify his or her supervisor of this fact in writing. This notification shall include the term of office of the employee. Copies of this notification will be sent to the System Office.

- 13. No employee may release confidential information without authorization. Information may be deemed confidential pursuant to state and federal statutes and/or Community Colleges policy. Employees who are unsure as to whether certain information is confidential should seek advice from their supervisors prior to releasing such information.

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APPLICABLE CONNECTICUT GENERAL STATUTES

Sections 1-79 through 1-101	Code of Ethics for Public Officials.
Section 1-84	Prohibited Activities.
Section 1-84a	Disclosure or use of confidential information by former official or employee.
Section 1-84b	Certain activities restricted after leaving public office or employment.
Section 1-85	Interest in conflict with discharge of duties.
Section 1-86	Procedure when discharge of duty affects official's or state employee's financial interests. Lobbyists prohibited from accepting employment with general assembly and general assembly members forbidden to be lobbyists.
Section 1-86e	Consultants and independent contractors. Prohibited activities.
Section 5-226	Corrupt practices in relation to examinations and appointments.
Section 5-266a	Political activities of classified state employees and judicial department employees. Candidacy for office. Leave of absence or resignation upon taking elective office.
Section 5-266b	Permitted activity.
Section 5-266c	Regulations.
Section 5-266d	Dismissal or suspension of employee. Appeal.
Section 5-267	Officers, appointing authorities and employees to comply with law.
Section 5-268	Penalty.