



Public Officials and State Employees Guide to the Code of Ethics



Office of State Ethics
Carol Carson, Executive Director

TABLE OF CONTENTS

Office of State Ethics	4
Introduction	4
Citizen’s Ethics Advisory Board	4
Mission	5
Statutory Responsibility	5
Public Service	5
The Big Picture	5
Gifts	6
Restricted Donors	6
Non Restricted Donors	6
Gift Exceptions	7
Major Life Event	8
Gift Reporting Requirements	8
Gifts Between State Employees	9
Necessary Expenses	10
Fees and/or Honoraria	10
Conflicts of Interest	11
Substantial Conflict of Interest	11
Required Action for Substantial Conflict	11
Potential Conflict of Interest	11
Required Action for Potential Conflict	12
Ethics at Work	13
Post -State Employment (Revolving Door)	13
Lifetime Bans	13
One-Year Bans	13
Outside Employment	14
Statements of Financial Interests	15
Statutory Authority	15
Governor Malloy’s Standard	15
Ethics Compliance	16
Ethics Compliance Officers and Ethics Liaisons	16
Mandatory Reporters	16
Ethics Enforcement	17
Procedures and Penalties	17

OFFICE OF STATE ETHICS

Introduction

The Office of State Ethics was created on July 1, 2005, pursuant to Public Act [05-183](#), and is an independent regulatory division of the Office of Governmental Accountability, charged with administering and enforcing the Connecticut Codes of Ethics, located in Chapter 10 of the Connecticut General Statutes.

The Office of State Ethics educates all those covered by the Ethics Codes; provides information to the public; interprets and applies the Connecticut Codes of Ethics; and investigates violations of, and otherwise enforces, the Ethics Codes.

The Office of State Ethics consists of:

- Citizen's Ethics Advisory Board
- Executive Director
- Legal Division
- Enforcement Division

The Office of State Ethics has the following jurisdiction:

Part I	The Code of Ethics for Public Officials	§§ 1-79 to 1-90a
Part II	The Code of Ethics for Lobbyists	§§ 1-91 to 1-101a
Part III	Lobbying: Miscellaneous Provisions	§§ 1-101aa and 1-101bb
Part IV	Ethical Considerations Concerning Bidding and State Contracts	§§ 1-101mm to 1-101rr

Citizen's Ethics Advisory Board

The governing body of the Office of State Ethics is the Citizen's Ethics Advisory Board, it is comprised of nine members. The members are appointed by the Governor and legislative leaders for staggered, non-renewable, four-year terms.

Board Members:

- Attend monthly Citizen's Ethics Advisory Board meetings
- Appoint and evaluate the Executive Director of the Office of State Ethics
- Serve as Hearing Officers for non-confidential UAPA hearings
- Attend hearings to determine whether violations occurred and assess penalties
- Oversee legislative agenda

A schedule of Citizen's Ethics Advisory Board meeting dates, times and locations is available at www.ct.gov/ethics.

MISSION

The mission of the Office of State Ethics is to practice and promote the highest ethical standards and accountability in state government by providing education and legal advice, ensuring disclosure, and impartially enforcing the Codes of Ethics.

STATUTORY RESPONSIBILITY

The statutory responsibilities of the Office of State Ethics are broken down into four main categories: education, interpretation, enforcement and disclosure. The Office of State Ethics is charged with providing education, guidance and advice to state employees, public officials, lobbyists and legislators on the Codes of Ethics.

All investigation and prosecution matters are the responsibility of the Ethics Enforcement Officer. The Office of State Ethics is also statutorily obligated to receive, process, and maintain records of all lobbyist filings along with public official and state employee Statements of Financial Interests.

PUBLIC SERVICE

The Office of State Ethics is committed to carrying out its mission in the most user-friendly and transparent manner possible. To this end, the Office of State Ethics continues to update and improve its website by adding new and historical material as well as continually improving and updating the online filing systems utilized by lobbyists and public officials. It is important to note that these systems are also utilized by members of the public and the media for information and research.

THE BIG PICTURE

All state officials and employees (except judges) are covered by Part I of the Code of Ethics for Public Officials (henceforth, Part I, or the Code). It is important to remember that certain provisions of the Code also apply to public officials and state employees after they leave state service.

As you read through this guide, be aware that these laws were enacted to prevent individuals from using their public position or authority for personal, financial benefit.

Each state agency also has its own ethics policy, which may be more restrictive than what follows, particularly in connection with which benefits a lobbyist, or a person regulated by, doing or seeking to do business with a state agency may provide to public officials and state employees. Be sure to obtain a copy of your state agency's policy.

GIFTS

For a public official or state employee, there are rules in place regarding the acceptance of gifts from both restricted and non-restricted donors. In general, you may not accept gifts from restricted donors.

A **gift** is defined as anything of value that you (or in certain circumstances a member of your family) directly and personally receive *unless* you provide consideration of equal or greater value (e.g., pay for the item). Conn. Gen. Stat. [§ 1-79 \(5\)](#).

Restricted Donors

Restricted donors include:

- Registered lobbyists (a list is available on the Office of State Ethics website) or a lobbyist's representative;
- Individuals or entities doing business with your state department or agency;
- Individuals or entities seeking to do business with your state department or agency;
- Individuals or entities engaged in activities regulated by your state department or agency; or
- Contractors pre-qualified by the Connecticut Department of Administrative Services (Conn. Gen. Stat. [§ 4a-100](#)).
-

Non-Restricted Donors

Two other categories of donors are:

Non-restricted donors giving you something because of who you are in state service

If a gift-giver does not fall within the definition of a restricted donor, but is nonetheless giving you something because of your public position, you should be aware that a dollar limit exists.

From this type of donor, you may only accept up to \$100 annually from a single source, in addition to any of the items listed in the 19 gift exceptions noted above and set forth in Conn. Gen. Stat. [§ 1-79 \(5\)\(A\)-\(S\)](#).

Public Officials and State Employees Guide to the Code of Ethics

Non-restricted donors giving you something that has nothing to do with your state service

There is no limit as to what you may accept from a non-restricted donor, such as your neighbor of 20 years or a best friend from kindergarten, who is giving you a gift that has nothing to do with your public position.

This holds true as long as the donor remains non-restricted. Should this individual become a registered lobbyist, for example, the gift provisions regarding restricted donors would apply, regardless of any longstanding personal relationship.

Gift Exceptions

There are, however, certain exceptions to this definition of gift. Not all exceptions are covered below; see Conn. Gen. Stat. [§ 1-79 \(5\)\(A\)–\(S\)](#) for the complete list.

- *Token Items* – Restricted donors such as registered lobbyists may provide you with any item of value that is not more than \$10 (such as a pen, mug, or inexpensive baseball cap), provided that the annual aggregate of such items from a single source is \$50 or less. Conn. Gen. Stat. [§ 1-79 \(5\) \(P\)](#).
- *Food and Beverage* – Restricted donors may also provide you with less than \$50 worth of food and beverage in a calendar year, provided that the restricted donor or his/her representative is in attendance when you consume the food and/or beverage. Conn. Gen. Stat. [§ 1-79 \(5\) \(I\)](#).
- *Training* – Vendors may provide you with training for a product purchased by a state or quasi-public agency provided such training is offered to all customers of that vendor. Conn. Gen. Stat. [§ 1-79 \(5\) \(Q\)](#).
- *Gifts to the State* – Restricted donors may provide what are typically referred to as “gifts to the state.” These gifts are goods and services provided to a state agency or quasi-public agency for use on state or quasi-public agency property or that support an event or the participation by a public official or state employee at an event, which facilitates state or quasi-public action or functions. Conn. Gen. Stat. [§ 1-79 \(5\) \(E\)](#).
- *Other Exceptions* – There are a total of 19 separate gift exceptions in the Code. Also exempt from the definition of gift are items such as informational materials germane to state action, ceremonial plaques or awards costing less than \$100, or promotional items, rebates or discounts also available to the general public, or expenses of a public official paid by the party committee of which party such official is a member. See Conn. Gen. Stat. [§ 1-79 \(5\)\(A\)–\(S\)](#).

Major Life Event

There is a \$1,000 limit on a gift a registered lobbyist gives to you or a member of your family for a major life event. Please note: Registered lobbyists are the only restricted donors who may make use of the “major life event” gift exception.

Major Life Event Exceptions

- Birth or adoption of a child
- Wedding
- Funeral
- Ceremony commemorating induction into religious adulthood
- Retirement from state service

This list of major life events is exhaustive. Regs., Conn. State Agencies [§ 1-92-53](#).

Reporting Requirements

Should you receive anything of value that exceeds threshold dollar amounts from an entity doing business with, seeking to do business with, or directly regulated by your department or agency, that entity must, within **10 days**, give you and the head of your department or agency a written report stating:

- Name of the donor;
- Description of item(s) given;
- Value of such item(s); and
- Total cumulative value of all items to date given to you by that donor during the calendar year.

This helps you and donor keep track of the gift exceptions noted above, so that permissible limits are not exceeded. Conn. Gen. Stat. [§ 1-84 \(o\)](#).

The monetary threshold set by Conn. Gen. Stat [§ 1-96 \(e\)](#) is \$10 or more, per person, per occasion, or \$30 or more per person for a legislative reception or a charitable or civic event.

Gifts Between State Employees

[Advisory Opinion No. 2006-6](#) interpreted Conn. Gen. Stat. [§ 1-84 \(p\)](#), regarding gifts between supervisors and subordinates in state service. This three-part provision limits gift-giving between certain individuals. Specifically:

- The provision imposes a monetary limit of \$99.99 for gifts between a public official or state employee and his or her supervisor. This limit is a **per-gift** – not a per-year – amount.
- Individuals subject to this limit may still make use of the major-life-event exception. In other words, supervisors and subordinates are not limited to \$99.99 when giving gifts to each other for major life events. The applicable limit for major life events is \$1,000.
- The provision applies not only to direct supervisors and subordinates, but to any individual up or down the chain of command.

In [Advisory Opinion 2007-5](#), the Citizen's Ethics Advisory Board concluded that supervisors and/or subordinates **may not pool** their money to give a collective or group gift valued in excess of the \$99.99 limit. Thus, except in the case of a major life event (which holds a \$1,000 limit), it would be a violation for Supervisor A to accept a gift valued at \$150 from Subordinates X and Y (and for them to give such a gift), even though the individual contributions of X and Y are less than the \$99.99 limit established in Conn. Gen. Stat. [§ 1-84 \(p\)](#).

NECESSARY EXPENSES

Necessary expenses may be received by public officials or state employees **only** if the official or employee, in his/her official capacity, is actively participating in an event (giving a speech or presentation, running a workshop, etc.). Conn. Gen. Stat. [§ 1-84 \(k\)](#).

Necessary expenses can include:

- Travel (coach);
- Lodging (standard cost of room for the night before, of, and immediately following the event);
- Meals; and
- Related conference expenses.

Only sponsors of an event at which the public official or state employee actively participates may pay for necessary expenses. See [Advisory Opinion No. 2012-9](#).

Entertainment costs (tickets to sporting events, golf outings, night clubs, etc.) are **not** necessary expenses.

Necessary expense payments **do not** include payment of expenses for family members or other guests.

Within 30 days of receiving payment or reimbursement of necessary expenses for **lodging or out-of-state travel**, state employees must file an ETH-NE form with the Office of State Ethics. Conn. Gen. Stat. [§ 1-96e](#).

Fees and Honoraria

Public officials and state employees may **not** accept fees and/or honoraria for an article, appearance, speech or participation at an event in their official capacity.

Fees or honoraria for such activities, if offered based solely on expertise and without any regard to official position, may be acceptable. Contact the Office of State Ethics before receiving or accepting any such payment.

CONFLICTS OF INTEREST

Substantial Conflict of Interest

WHAT IS A “SUBSTANTIAL” CONFLICT OF INTEREST?

A “substantial” conflict of interest exists if a public official or state employee has reason to believe or expect that he or she, his or her spouse, a dependent child, or a business with which he or she is associated will derive a **direct** monetary gain or suffer a **direct** monetary loss by virtue of his or her official activity. It does not exist if any benefit or detriment accrues to any such person as a member of a profession, occupation or group to no greater extent than any other member of such profession, occupation or group. Conn. Gen. Stat [§ 1-85](#).

“**Business with which...associated**” is defined to include any entity through which business for profit or not for profit is conducted in which the public official or state employee, or a member of his or her immediate family, is a director, officer, or holder of significant ownership interest. **Note:** Unpaid service as an officer or director of a non-profit entity is exempted from the definition of “Business with which...associated.”

Required Action for Substantial Conflict of Interest

A public official or state employee **must** abstain from taking official action on the matter that presents a substantial conflict for them, his or her immediate family, or any associated business.

Potential Conflict of Interest

WHAT IS A “POTENTIAL” CONFLICT OF INTEREST?

A “potential” conflict of interest exists if a public official or state employee, in the discharge of his or her official state duties, would be required to take an action that would affect his or her financial interest, or the financial interest of his or her spouse, parent, brother, sister, child, spouse of the child, or a business with which the official or employee is associated. Unlike a “substantial” conflict of interest, there is no requirement that the financial impact be direct or that it affect the individual differently from other members of his or her profession, occupation, or group. However, there still must be a reasonable expectation on the part of the state employee or public official that there will be some financial impact based on his or her actions. A “potential” conflict of interest does not exist if the financial interest is “de minimus” (under \$100) or if the interest is not distinct from that of a substantial segment of the general public (e.g., all taxpayers). Conn. Gen. Stat. [§1-86](#).

Required Action for Potential Conflict of Interest

A public official or state employee who is a member of a regulatory board, commission, council or authority **must** abstain from taking official action on the matter **or** prepare a written statement explaining the conflict and why despite the conflict they are able to act fairly, objectively and in the public interest. Such statement must be submitted to the Office of State Ethics and entered in the agency's journal or minutes.

A public official or state employee who is not a member of a regulatory board, commission, council or authority **must** prepare a written statement to an immediate supervisor for reassignment. If there is no immediate supervisor, the statement must be submitted to the Office of State Ethics for advice and guidance.

ETHICS AT WORK

Post-State Employment (Revolving Door)

If you are a *former* state employee seeking post-state employment, you should be aware of the Code's revolving-door provisions:

Lifetime Bans

- You may **never** disclose any confidential information you learned during the course of your state service for anyone's financial gain. Conn. Gen. Stat. [§ 1-84a](#).
- You may **never** represent anyone other than the state regarding a particular matter in which you were personally or substantially involved while in state service and in which the state has a substantial interest. This prevents side-switching in the midst of on-going state proceedings. Conn. Gen. Stat. [§ 1-84b \(a\)](#).

One-year Bans

- You may not represent your new employer for compensation before your former agency for a period of **one year** after leaving state service. Conn. Gen. Stat. [§ 1-84b \(b\)](#). (See [Advisory Opinion No. 2003-3](#), which provides a limited exception to this provision if you are providing purely technical expertise to help implement a previously-awarded contract. This exception applies to extremely limited circumstances; contact the Office of State Ethics for guidance.)
- You are prohibited from being hired for a period of **one year** after you leave state service by a party to a state contract valued at \$50,000 or more if you were substantially involved in, or supervised, the negotiation or award of that contract and it was signed within your last year of state service. Conn. Gen. Stat. [§ 1-84b \(f\)](#).
- Employees who held certain specifically-designated positions (with significant decision-making or supervisory responsibility) at certain state regulatory agencies are prohibited from seeking or accepting employment with any business subject to regulation by the individual's agency within **one year** of leaving the agency. Note that there is an exception for *ex-officio* board or commission members. Conn. Gen. Stat. [§ 1-84b \(c\)](#).

Outside Employment for Public Officials and State Employees

If you are a *current* state employee seeking outside employment, especially from an employer that is regulated by or does business with your agency, you should be aware of the following rules regarding the employment of current state employees.

- You may not accept outside employment that impairs your independence of judgment regarding your state duties, or that encourages you to disclose confidential information learned in your job. Conn. Gen. Stat. [§ 1-84 \(b\)](#).
- You may not use your position for your own financial gain, or the gain of your family (spouse, child, child's spouse, parent, brother or sister) or an associated business, however inadvertent that use may be. Conn. Gen. Stat. [§ 1-84 \(c\)](#).
- You may not accept employment with an entity that represents others before the following 11 agencies: Department of Banking, the Claims Commissioner, the Office of Health Care Access division within the Department of Public Health, the Insurance Department, the Department of Consumer Protection, the Department of Motor Vehicles, the State Insurance and Risk Management Board, the Department of Energy and Environmental Protection, the Public Utilities Regulatory Authority, the Connecticut Siting Council or the Connecticut Real Estate Commission. Conn. Gen. Stat. [§1-84 \(d\)](#).
- You may not utilize state time, materials or personnel in completing tasks for outside employment.

Other Outside Employment Considerations

Present or former Department of Consumer Protection public officials or employees should be aware of specific provisions relating to their involvement with businesses engaged in Indian gaming activities. See Conn. Gen. Stat. [§§ 1-84b \(d\) and \(e\)](#).

In [Advisory Opinion 2008-5](#), the Citizen's Ethics Advisory Board concluded that it is impermissible, under the Code, for a state employee-supervisor to employ a state employee-subordinate in the supervisor's outside business. Likewise, it is impermissible under the Code for a subordinate to employ a supervisor in the subordinate's outside business. Both situations would involve an impermissible impairment of independence of judgment. The Citizen's Ethics Advisory Board noted that this prohibition extends to all supervisors and subordinates up and down the chain of command.

STATEMENTS OF FINANCIAL INTERESTS

Statements of Financial Interests (“SFIs”) serve as a tool to maximize public confidence in governmental decision making. The policy underlying this requirement has been in effect since the enactment of the Ethics Codes in 1977. An SFI provides a checklist or reminder to the official/employee to be mindful of potential conflicts of interest, and it provides a baseline of information which can be compared to subsequent years for the purpose of determining potential misuse of office for financial gain.

Legislators, as well as certain other public officials and senior state employees, must file SFIs with the Office of State Ethics by May 1 each year. These statements describe businesses with which you are associated; the category or type (not amount) of all sources of income over \$1,000; securities in excess of \$5,000; real estate holdings; and leases or contracts with the state. A *confidential* portion of the statement requires disclosure of sources of any debts over \$10,000. (The confidentiality of this portion may be waived.) These examples are not exhaustive; refer to Conn. Gen. Stat. [§1-83 \(b\)](#) for a complete list.

Governor Malloy’s Standard

Statutory Authority

General Statutes [Section 1-83\(a\)\(1\)](#)

All state-wide elected officers, members of the General Assembly, department heads and their deputies, members or directors of each quasi-public agency, members of the Investment Advisory Council, state marshals and such members of the Executive Department and such employees of quasi-public agencies as the Governor shall require, shall file, under penalty of false statement, a statement of financial interests for the preceding calendar year with the Office of State Ethics on or before the May first next in any year in which they hold such a position. Any such individual who leaves his or her office or position shall file a statement of financial interests covering that portion of the year during which such individual held his or her office or position. The Office of State Ethics shall notify such individuals of the requirements of this subsection not later than thirty days after their departure from such office or position. Such individuals shall file such statement within sixty days after receipt of the notification.

Governor Malloy’s Standard

Governor Malloy has established a standard which requires “filing of Annual Statements of Financial Interests by all persons in the Executive Branch and Quasi-Public Agencies who exercise (i) significant policy-making, regulatory or contractual authority; (ii) significant decision-making and/or supervisory responsibility for the review and/or award of State contracts; or (iii) significant decision-making and/or supervisory responsibility over staff that monitor State contracts.”

ETHICS COMPLIANCE

Ethics Compliance Officers and Ethics Liaisons

Ethics compliance officers must be appointed within each state agency and quasi-public agency that deals with or plans large state contracts. The main responsibilities of a compliance officer include developing an agency ethics policy as well as training agency employees on the Code, paying attention to any changes in the law as well as provisions specific to state contracting. Conn. Gen. Stat. [§1-101rr \(a\)](#).

Ethics liaisons must be appointed within each state agency and quasi-public agency. These officers serve as a link between the agency and the Office of State Ethics. Liaisons are responsible for developing agency ethics policies as well as coordinating employee training with the Office of State Ethics. Conn. Gen. Stat. [§1-101rr \(b\)](#).

The Office of State Ethics supports the responsibilities of the above officers by providing in-person training, educational videos or training materials upon request. The Office of State Ethics also sends a monthly electronic newsletter to each officer that highlights new developments in the law, summarizes new advisory opinions, includes handouts on complex areas of the law and provides answers to frequently-asked questions. All such communications are indexed on our website, in the [“Ethics Liaison/Compliance Officer Corner.”](#)

Mandatory Reporters

The Code contains mandatory reporting requirements for the following individuals who have “reasonable cause to believe that a person has violated” the Code of Ethics for Public Officials:

- Commissioners and Deputy Commissioners;
- State Agency Heads and Deputy Heads;
- Quasi-public Agency Heads and Deputy Heads; and
- Persons in charge of state agency procurement and contracting.

These designees are required to report a belief that a person has violated the Code to the Office of State Ethics. (Note: Ethics compliance officers and liaisons are **not** mandatory reporters.)

ETHICS ENFORCEMENT

Procedures and Penalties

Enforcement of the Code is initiated by a complaint, filed by the Ethics Enforcement Officer or any member of the public. In most cases, a complaint by the Ethics Enforcement Officer is preceded by a confidential staff evaluation.

A two-stage process follows:

1. Confidential investigation and confidential probable cause hearing; and
2. If probable cause is found, a public hearing to determine if a violation has occurred.

At any stage of this process, the Office of State Ethics and the Respondent may negotiate a settlement.

After a finding or admission of a violation, the Citizen's Ethics Advisory Board can order the Respondent to comply with the Code in the future, file any required report or statement, and/or pay a civil penalty.

For failure to file a report, statement, or other information required by the Code, the Citizen's Ethics Advisory Board can, after a single hearing, impose a civil penalty of up to \$10 per day, for which the aggregate penalty for any one violation may not exceed \$10,000.

The Office of State Ethics may refer matters to the Chief State's Attorney for criminal prosecution. An intentional violation of the Code is a misdemeanor for the first violation, unless the individual has derived a financial benefit of at least \$1,000. In that case, the violation is a class D felony.

The Attorney General may sue for up to three times the economic gain received through knowingly committing or knowingly profiting from a violation of the Code.

Public officials are encouraged to review the "[*Citizen's Guide to Filing a Complaint*](#)," available on the Office of State Ethics website, for a detailed overview of the complaint process and associated confidentiality provisions.

Public Officials and State Employees Guide to the Code of Ethics

Contact Us



Agency Address: Connecticut Office of State Ethics
18-20 Trinity Street
Suite 205
Hartford, CT 06106

Telephone: 860-263-2400

Facsimile: 860-263-2402

Website: www.ct.gov/ethics

Business Hours: 8:00 am to 5:00 pm

Visitors must enter the building through the door next to the Bushnell Memorial Theater.

Specific E-mail Contacts: For the timeliest responses, please be sure to direct your questions to the appropriate e-mail address; for example, with a question such as, "Can I accept this outside position with a vendor?" please be sure to send your query to ethics.code@ct.gov

➤ Legal Advice Regarding Code of Ethics	ethics.code@ct.gov
➤ Lobbyist Filing/Reporting Questions	lobbyist.ose@ct.gov
➤ Public Official Filing/Reporting Questions	sfi.ose@ct.gov
➤ Enforcement / Filing a Complaint	ethics.enforcement@ct.gov
➤ All Other Inquires	ose@ct.gov

Staff Phone Number Listing

Connecticut State University System

Ethics Statement

April 2006

PURPOSE:

It is important that members of the Board of Trustees of the Connecticut State University System and all Connecticut State University System employees conduct themselves with the highest degree of honor and integrity and understand that public service is a public trust. Ethical conduct in our relationships with each other, members of the public, our students, other state agencies, and private entities is of critical importance.

This Ethics Statement has been prepared pursuant to Section 1-83 of the Connecticut General Statutes, which mandates the development and implementation of an Ethics Statement by each state agency. It applies to the members of the Board of Trustees and to all employees of the Connecticut State University System. This Statement is intended to serve as a general guide to assist you in identifying and avoiding prohibited conduct. It does not contain a complete listing of prohibited conduct nor is it intended to replace or supersede the Code of Ethics for Public Officials (set forth in Chapter 10 of the Connecticut General Statutes), other applicable sections of the Connecticut General Statutes, or the regulations of the Office of State Ethics.

It is your responsibility to become familiar with the provisions of this Statement and comply with them. It is also your responsibility to maintain high ethical standards and alert your supervisor of any suspected violation of ethical standards, whether or not specifically described in this Ethics Statement. You should be aware that violations may result in the imposition of sanctions by agencies or systems external to the Connecticut State University System. Whether this occurs or not, the System retains the right to independently review and respond administratively to violations.

DEFINITIONS

1. A "business with which you are associated" means any sole proprietorship, partnership, firm, corporation, trust or other entity through which business for profit or not-for-profit is conducted in which you or a member of your immediate family is a director, officer, owner, limited or general partner, beneficiary of a trust, or holder of stock constituting five per cent (5%) or more of the total outstanding stock of any class. Neither you nor a member of your immediate family will be deemed to be associated with a not-for-profit entity solely by virtue of the fact that you or a member of your immediate family is an unpaid director or officer of such entity. The term "officer" refers only to the president, executive or senior vice president, or treasurer of such business.

2. A "gift" is defined as anything of value, which is directly and personally received, unless consideration of equal or greater value is given in return. Among the sixteen (16) exceptions to the definition of "gift" set forth in Section 1-79 of the Connecticut General Statutes, a "gift" does not include:
 - (a) A certificate, plaque or other ceremonial award costing less than one hundred dollars (\$100.00);
 - (b) A rebate, discount or promotional item available to the general public (items such as pencils, ball point pens, note pads and similar items used as advertisement "give-aways" fall within this category);
 - (c) Food or beverage or both, costing less than fifty dollars (\$50.00) in the aggregate in a calendar year, and consumed on an occasion or occasions at which the person paying, directly or indirectly, for your food or beverage, or his representative, is in attendance;
 - (d) Admission to a charitable or civic event, including food and beverage provided at such event (but excluding lodging or travel expenses), at which you participate in your official capacity, provided such admission is provided by the primary sponsoring entity; and
 - (e) Anything having a value of not more than ten dollars (\$10.00), provided the aggregate value of all things provided by a donor to you under this subsection in a calendar year does not exceed fifty dollars (\$50.00).
3. Your "immediate family" consists of your spouse, your children, and any dependent relatives who reside in your household.
4. "Necessary expenses" are necessary travel expenses, lodging for the nights before, of and after an appearance, speech or event, meals, and any related conference or seminar registration fees.
5. A "person" means an individual, sole proprietorship, trust, corporation, limited liability company, union, association, firm, partnership, committee, club or other organization or group of persons.
6. You have an interest that is in "substantial conflict" with the proper discharge of your duties as a public official or state employee if you have reason to believe or expect that you, your spouse or dependent child, or a business with which you are associated, will derive a direct monetary gain or suffer a direct monetary loss, by reason of your official activity.

You do not have an interest which is in substantial conflict with the proper discharge of your duties as a public official or state employee, if any such gain or loss accrues to you, your spouse or dependent child, or a business with which you,

your spouse or dependent child is associated, as a member of a profession, occupation or group to no greater extent than any other member of such profession, occupation or group.

1. You have a "potential conflict of interest" when you would be required to take an action that would affect a financial interest of yours, your spouse, parent, brother, sister, child or child's spouse, or of a business with which you are associated (other than an interest of a de minimis nature), an interest that is not distinct from that of a substantial segment of the general public, or an interest in substantial conflict with the performance of your official duties.

PROHIBITED ACTIVITIES

As a public official or state employee you may not:

1. Knowingly accept any gift from any person who: (a) is known to be a registered lobbyist or a lobbyist representative; (b) is doing business with or seeking to do business with the System, your university or your department; (c) is engaged in activities which are directly regulated by the System, your university or your department; or (d) is a contractor pre-qualified under section 4a-100 of the Connecticut General Statutes. (A list of registered lobbyists may be found on the website maintained by the Office of State Ethics.) If an employee is offered a benefit from someone whom is not a prohibited donor as described above (that is, a non-regulated donor), and the benefit is offered because of the employee's position with the System, the total value of benefits received from one source in a calendar may not exceed \$100.00.
2. Knowingly accept, directly or indirectly, any gift costing one hundred dollars (\$100.00) or more either from a state employee under your supervision or from your supervisor. Nor may you knowingly give such a gift. The prohibition against accepting such gifts applies also to members of your immediate family.
3. Enter into a contract with the state, valued at one hundred dollars (\$100.00) or more (other than a contract of employment as a state employee), unless the contract has been awarded through an open and public competitive process. This prohibition applies also to members of your immediate family and businesses with which you are associated. According to the Office of State Ethics, an immediate family member may not be hired as an independent contractor through special payroll unless there has been an open and public process.
4. Accept a fee or honorarium for an article, appearance, speech, or for participation at an event in your official capacity. However, you may accept payment or reimbursement for necessary expenses incurred for any such activity. If payment or reimbursement is received for lodging or out-of-state travel or both, you must report the payment or reimbursement to the Office of State Ethics within thirty (30) days of receiving such payment or reimbursement, unless the payment or reimbursement is provided by the federal government or another state government. You may also

accept admission to, and food and beverages provided by the sponsor of, an in-state event that you attend in your official capacity and as a principal speaker.

Generally, if you are asked to participate in an event, speak, appear or write an article primarily as a result of your official position or authority, then it will be deemed to be in your official capacity. If, however, you have developed an academic expertise in a particular field and you are asked to participate in an event, speak, appear or write an article as a result of such expertise, then you are not prohibited from accepting a fee or honorarium. Note that these situations are very fact specific and you are encouraged to contact the Office of State Ethics, as necessary, for clarification and guidance. Note also that services for which compensation is claimed must be provided on your own time.

5. Use your official position for personal financial benefit, or the financial benefit of a family member or a business with which you, or a family member, are associated. Further, you may not use state time, personnel or materials, including telephones, computers, e-mail systems, fax machines, copy machines, state vehicles, and any other state supplies, for personal, non-state related purposes. You may refer to the System Office or your university's Computer Use Policy, as applicable, for information relating to hardware and software use.
6. Engage in partisan political activities while on state time or use state funds, supplies, materials, equipment, vehicles or facilities for such purposes.

CONFLICTS OF INTEREST

1. You may not have a financial interest or engage in a business or professional activity that is in substantial conflict with the proper discharge of your duties as a public official or state employee, nor may you take any official action in connection with a matter in relation to which you have a substantial conflict.
2. You may not accept any other employment that will impair the independence of your judgment in carrying out your official duties or induce you to disclose confidential information acquired by you in the course of performing your official duties. Accordingly, you should never accept employment with any consultant, contractor, appraiser or any other organization or individual that has a contract or other agreement with the Connecticut State University System or any System university without full exploration of any potential conflicts of interest.
3. In accordance with the "CSU Policy Regarding Nepotism in Employment," you should not play any role in hiring, promotion, demotion, or other personnel action affecting your relative (defined to include your father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, wife, husband, domestic partner, grandmother, grandfather, grandson, granddaughter, father-in-law, mother-in-law, sister-in-law, brother-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother or half-sister), nor should you take any action,

directly or indirectly, to coerce, command, or require a state employee to improperly obtain an appointment for any individual to a position in state service.

You should be aware that your signing of certain documents may result in a violation of the State Code of Ethics if such action results in a financial benefit being received by a relative. Examples of such documents include personnel forms (including performance appraisals) and vouchers. Caution should be exercised, so that unintended violations do not occur.

4. You may not disclose, for financial gain, confidential information acquired by you in the course of performing your official duties or use such information to obtain financial gain for yourself, your spouse, your child, your child's spouse, your parent, your sibling or for a business with which you are associated.
5. You may not solicit or accept anything of value (including a gift, loan or promise of future employment) based on an understanding that your official action will be influenced thereby.

PROCEDURE GOVERNING CONFLICTS OF INTEREST

If, in the discharge of your duties, you are required to take any action that would present either a substantial or potential conflict of interest, you must prepare a written statement, signed under penalty of false statement, describing the matter requiring action and the nature of the conflict and deliver a copy of the statement to your immediate superior, who will assign the matter to another employee, or, if you have no immediate superior, you shall take such steps as the Office of State Ethics shall prescribe or advise. You may not take any official action whatsoever on a matter with which you have a substantial conflict of interest.

With regard to members of the Board of Trustees, the Chairman of the Board shall determine whether a trustee with a substantial or potential conflict may simply recuse him or herself from the proceeding in question, or if reassignment to another committee is necessary. If the Chairman is personally faced with such a conflict, he or she should deliver a written statement to the Office of State Ethics for guidance as to how to proceed.

POST-EMPLOYMENT ACTIVITIES

The Code of Ethics for Public Officials contains several provisions regarding post-state employment. Before leaving employment with the System, all employees should review the applicable rules and, if necessary, seek guidance from the Office of State Ethics. Once you have separated from state service, you may not:

1. Disclose or use confidential information acquired in the course of and by reason of your official duties for financial gain for yourself or any other person. This is a lifetime prohibition. "Confidential information" is any information not generally

available to the public, and may be memorialized in any form (e.g., written, photographic, tape recorded, etc.).

2. Represent any person in connection with any matter: (i) in which participated, personally and substantially, while in state service; and (ii) in which the state has a substantial interest.
3. For a period of one year after leaving state service, represent anyone before your former agency, for compensation.
4. Accept employment with any person (including an individual, sole proprietorship, corporation, limited liability company, partnership, association or any other organization or group of persons) who was a party to a contract or agreement: (i) valued at an amount of fifty thousand dollars (\$50,000.00) or more; and (ii) in the negotiation or award of which you substantially participated, for a period of one year after resigning from state service, if your resignation occurs less than one year after the contract or agreement was signed.

CODE OF ETHICS FOR PUBLIC OFFICIALS

The Code of Ethics for Public Officials is set forth in Chapter 10 of the Connecticut General Statutes. Should you have a question regarding whether certain conduct constitutes a violation of the Code of Ethics, you should consult with your immediate supervisor, the Ethics Officer at your institution, or the Office of State Ethics. The Office of State Ethics is located at 18-20 Trinity Street, Suite 205, Hartford, Connecticut 06106-1660. The Office of State Ethics may be contacted by telephone at (860) 566-4472, by facsimile at (860) 566-3806, and by e-mail at ose@ct.gov. The Office of State Ethics maintains a website at "<http://www.ct.gov/ethics>."

REVIEW BY AUDIT COMMITTEE OF THE BOARD OF TRUSTEES

In accordance with its Charter, the Audit Committee of the Connecticut State University System Board of Trustees will periodically review the administration of the conflict of interest provisions set forth herein as well as the performance of Connecticut State University System management and operating personnel under the Code of Ethics for Public Officials. The Connecticut State University System Ethics Officer will apprise the Audit Committee of issues arising under this Statement, including, to the extent permitted by law, those matters reported to the Office of State Ethics.

May 10, 2006

State of Connecticut

Violence in the Workplace Prevention Policy

The State of Connecticut has adopted a statewide zero tolerance policy for workplace violence. Central Connecticut State University recognizes the right of its employees to work in a safe and secure environment that is characterized by respect and professionalism.

Therefore, except as may be required as a condition of employment:

- No employee shall bring into any state worksite any weapon or dangerous instrument as defined herein.
- No employee shall use, attempt to use, or threaten to use any such weapon or dangerous instrument in a state worksite.
- No employee shall cause or threaten to cause death or physical injury to any individual in a state worksite.

Weapon means any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocket knife), including a switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon.

Dangerous instrument means any instrument, article, or substance that, under the circumstances, is capable of causing death or serious physical injury.

Any weapon or dangerous instrument at the worksite will be confiscated and there is no reasonable expectation of privacy with respect to such items in the workplace.

Violation of the above reasonable work rules shall subject the employee to disciplinary action up to and including discharge.

Any employee who fears for their personal safety or for the safety of others should contact the Campus Police at 22375 for situations that require immediate attention or call Police at 911.

Contact your supervisor or the Department of Human Resources at 21751 for emergency and non-emergency situations.

State of Connecticut
Connecticut State Library
Office of the Public Records Administrator
www.cslib.org/publicrecords

**Public Records Policy 05:
Disposition of Public Records**

Date Issued: November 28, 2011

Supersedes: *General Letter #5: Destruction of Public Records* (revised 07/25/1995), *Disposition of Local Government Records* (1999), and *Disposition of Education Records* (1999).

I. Scope and Authority

Scope

This policy provides guidance for the disposition of public records, including destruction or transfer. It applies to all employees of state agencies within the executive department, towns, cities, boroughs, districts, and other political subdivisions of the state.

Authority

The Office of the Public Records Administrator is authorized to approve disposition of public records, under the authority granted by §11-8, §11-8a, §11-8b, and §7-109 of the *General Statutes of Connecticut* (CGS).

Definitions

“Agency” means a state agency, municipality, or political subdivision falling under the authority of the records management program administered by the Connecticut State Library as referred to in CGS §11-8.

“Public record” means any recorded data or information relating to the conduct of the public's business prepared, owned, used, received or retained by a public agency, or to which a public agency is entitled to receive a copy by law or contract under section 1-218, whether such data or information be handwritten, typed, tape-recorded, printed, photostated, photographed or recorded by any other method. [Source: CGS §1-200(5).]

“Official record copy” means the original or official copy of a record that is retained for legal, operational, or historical purposes. For example, if records are kept in both electronic and hard copy format, the agency must identify the official record copy. [Source: ARMA International. *Glossary of Records and Information Management Terms*, 3rd ed. Lenexa, KS: ARMA International, 2007.]

“Non-record” means any item that is not usually included within the scope of official records. Examples of non-records are extra (duplicate) copies kept only for convenience, reference materials, and blank forms. [Source: ARMA, *Glossary*.]

II. Policies

Agency Responsibility

Agencies are responsible for providing all employees with a copy of this policy, obtaining a signed acknowledgment of receipt from each employee, and keeping the signed acknowledgment on file.

Retention of Records

Records must be retained for the established retention periods as listed on published records retention schedules, available at www.cslib.org/publicrecords. Retention requirements apply only to the official record copy.

Disposition of Records

Disposition of records refers to either **destruction** of records or **transfer** of records to the custody of another entity. Records may not be destroyed or transferred until the Office of the Public Records Administrator has returned a signed *Records Disposition Authorization* form to the requester. If a record does **not** appear on a records retention schedule, it does **not** mean that an agency may dispose of the record without permission from this office. Please contact this office for guidance.

Legal Framework

Pursuant to CGS §11-8b and §7-109, records shall not be removed, destroyed, mutilated, transferred or otherwise damaged or disposed of, in whole or in part, except as provided by law or under the rules established by the Office of the Public Records Administrator. Pursuant to CGS §1-240 and §53-153, unauthorized removal or destruction of records is a misdemeanor or felony offense and is punishable by fine or imprisonment. In addition, the destruction of records is an illegal subject of collective bargaining pursuant to *Lieberman v. Board of Labor Relations* [216 Conn. 25 (1990)]. Therefore, a union agreement that involves the destruction of public records prior to the retention period established by this office would conflict with the relevant provisions of the *General Statutes of Connecticut*.

Destruction Holds

No record may be destroyed if there are pending or active litigation; investigations; audits; Freedom of Information Act (FOIA) requests; or other cases, claims, or actions. If there is a destruction hold placed on a record, the retention period does not change, but is suspended until the action is resolved and the hold is lifted. Once the hold is lifted, the record may be destroyed after the Office of the Public Records Administrator has returned a signed *Records Disposition Authorization* form to the requester.

Removal of Personal Data

Pursuant to CGS §4-193(e), an agency shall maintain information about a person which is relevant and necessary to accomplish the lawful purposes of the agency. To obtain permission to destroy or remove records classified as "irrelevant" and "unnecessary" under these provisions, agencies may submit a *Request for Removal of Public Records Personal Data Files* (Form RC-076 or Form RC-077).

III. Procedures

A. Destruction of Records

Approval Process

Once records have met the retention period, agencies should submit the appropriate *Records Disposition Authorization* form to this office at least thirty days prior to the proposed date of destruction. The Public Records Administrator and the State Archivist will review the form to ensure the records have fulfilled the retention requirements and that no record of enduring historical value will be destroyed. This office will return the form to the agency indicating approval or denial. This form serves as evidence of authorized legal destruction if the records are audited, investigated, or subpoenaed as evidence.

Method of Destruction

The records may be destroyed after receipt of the signed disposition form. This office recommends a method that ensures the total destruction of the record. The format of the record dictates the method by which it should be destroyed:

- Hard copy formats, such as paper, microfilm, microfiche, and x-rays, should be shredded with a cross cut shredder and recycled.
- Electronic media, such as floppy disks, Compact Disks, VHS tapes, audiocassettes, hard drives, and rewritable disks, should be degaussed, overwritten, or erased. Agencies should be aware of special conditions associated with confidential or sensitive electronic records as erasure does not always ensure data destruction. Physical destruction of the media may be the only secure way to destroy data permanently.

At the time of disposal, the agency should record the actual date of destruction on the *Records Disposition Authorization* form and attach any supporting documentation, such as a Certificate of Destruction. Please note that if the organization contracts with a commercial vendor, the vendor should provide a Certificate of Destruction attesting to the actual destruction of the records. Retain these records for the retention period for Records Disposition Authorization records.

B. Transfer of Records

Approval Process

Agencies should submit the appropriate *Records Disposition Authorization* form to this office at least thirty days prior to the proposed date of transfer. The Public Records Administrator and the State Archivist will review the form to ensure the records are eligible for transfer and that the new custodian is approved for transfer. This office will return the form to the agency indicating approval or denial. This form serves as evidence of authorized transfer of legal custody of records if the records are audited, investigated, or subpoenaed as evidence.

Transfer to Archival Repository

For records that have a retention period of “permanent/archival,” the agency should transfer the records to the Connecticut State Archives or another approved archival repository. All agencies should use the appropriate *Records Disposition Authorization* form, as well as the State Archives’ *Memorandum of Transfer* or an equivalent form from an archival repository. For transfer to the State Archives, refer to *Transfer of Records to the State Archives* and *Collection Policy for the State Archives*, available at www.cslib.org/archives.

Transfer to Another Entity

Many agencies have faced or will face consolidation, relocation, or reorganization. Agencies must consider how records will be handled and plan accordingly. Pursuant to CGS §11-8b, “Public records shall be delivered by outgoing officials and employees to their successors and shall not be otherwise removed, transferred, or destroyed unlawfully.”

State agencies should refer to *Public Records Policy 06: Retention of Records for Agency Closures, Mergers, and Consolidations*. Pursuant to CGS §4-38d(f), "Unless otherwise expressly provided by law, the head of a department, institution or agency, the functions, powers or duties of which are so assigned or transferred, shall deliver to the department, institution, agency or authority to which such assignment or transfer is made all contracts, books, maps, plans, papers, records and property pertaining to or used in connection with the functions, powers or duties so assigned or transferred."

Records should be organized for transfer to the successor agency or program. Agencies should utilize the *Records Disposition Authorization* form to request transfer of records to another entity (e.g., from one agency to another). Agencies may choose to establish a written agreement, such as a Memorandum of Understanding, and should include a copy of any agreement when submitting the *Records Disposition Authorization* form.

C. Disposition of Education Records

Educational institutions must comply with additional records maintenance requirements of applicable Federal laws, such as the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA). Educational institutions are defined as "federally funded educational agencies or institutions." Education records are defined as "records that are (1) directly related to a student and (2) maintained by an educational agency or institution or by a party acting for the agency or institution" [20 USC §1232(g) and 34 CFR §99].

Retention requirements for education records are listed on the *Municipal Records Retention Schedule M8: Education Records* and the *State of Connecticut Records Retention Schedule S5: Higher Education Records*. The State of Connecticut considers records to be no longer needed to provide educational services to a child when the retention requirement is fulfilled. **If a student moves from one educational institution to another, the agency should maintain a copy of the student's education record and send the original to the receiving school district (the record follows the student).** Both educational institutions should retain their copy of the student's education record for the retention period.

Special Education Records

Pursuant to 34 CFR §300.573(a), "The public agency shall inform parents when personally identifiable information collected, maintained, or used under this part is no longer needed to provide educational services to the child" and (b) "The information must be destroyed at the request of the parents. However, a permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation." The agency shall only destroy these records after they have met the retention period. Before executing a directive to destroy records, the agency should inform parents / adult students, in record destruction notices, that the parent or student may need these records in the future for Social Security benefits or other purposes.

APSEP and RESC Education Records

Records of students placed by local or regional boards of education or other state agencies in regional education service centers (RESCs) or approved private special education programs (APSEPs) are education records (including, but not limited to, medical records). In accordance with Section E of the *Principles, Procedures and Standards for the Approval of Private Special Education Program* (06/1998), "when a copy of a student's education record is maintained by the facility, the facility must inform the parents/guardians

that a copy of their student’s records is maintained within the agency and must provide the parents/guardians access to the copy. The private facility must also inform the local education agency that they are maintaining a copy of the student’s record.” In addition, “when children placed by a local school district or other public agency are discharged from a private facility, that facility shall ensure that all records are forwarded to that public agency.”

Please note that RESC-operated magnet schools, unlike APSEPs, maintain the responsibility to collect and retain student records as any other local education agency. The magnet school is responsible for maintaining the records, destroying such records with approval of the Office of the Public Records Administrator, and for transferring records to another school in which the child enrolls.

If you have any questions regarding this policy, please contact this office at (860) 757-6540.

Approved by



LeAnn R. Power, CRM
Public Records Administrator

November 28, 2011

Date

**Board of Regents for Higher Education
for the Connecticut State Colleges & Universities**

**IT-001 ACCEPTABLE AND RESPONSIBLE USE OF INFORMATION
TECHNOLOGY AND RELATED RESOURCES POLICY**

Introduction

This Policy governs the Acceptable and Responsible Use of Information Technology and related Resources of Connecticut State Colleges and Universities (CSCU). Information Technology (IT) resources are a valuable asset to be used and managed responsibly to ensure their integrity, security, and availability for appropriate academic and administrative use.

The usage of CSCU IT resources is a privilege dependent upon appropriate use. Users of CSCU IT resources are responsible for using IT resources in accordance with CSCU policies and the law. Individuals who violate CSCU policy or the law regarding the use of IT resources are subject to loss of access to IT resources as well as additional CSCU disciplinary and/or legal action.

Purpose

The purpose of this policy is to provide the CSCU community with common rules for the usage of IT resources.

The intent of this policy is to provide information concerning the appropriate and inappropriate use of CSCU IT systems to:

- Ensure CSCU IT resources are used for purposes consistent with CSCU mission and goals;
- Prevent disruptions to and misuse of CSCU IT resources;
- Ensure CSCU community is informed of state and federal laws and CSCU IT policies governing the use of CSCU IT resources and;
- Ensure IT resources are used in a manner, which comply with such laws and policies.

Scope

This Policy applies to:

- All IT resources owned or managed by the CSCU;
- All IT resources provided by the CSCU through contracts and other agreements with the CSCU; and
- All users and uses of CSCU IT resources.

Policy Authority

This policy is issued by the Board of Regents for Higher Education for the Connecticut State Colleges & Universities.

Definitions

Knowledge of the following definition is important to understanding this Policy:

- IT Resources: This includes, but is not limited to, computers, computing staff, hardware, software, networks, computing laboratories, databases, files, information, software licenses, computing-related contracts, network bandwidth, usernames, passwords, documentation, disks, CD-ROMs, DVDs, magnetic tapes, and electronic communication.

Provisions

To adhere to the Acceptable and Responsible Use policy, users of CSCU IT resources must:

- Use resources solely for legitimate and authorized administrative and academic purposes.
- Ensure that any personal use of CSCU IT resources be limited and have no detrimental impact on institution operations, job performance or CSCU IT resources.
- Protect their User ID and IT resources from unauthorized use. Users are responsible for all activities on their user ID or that originate from IT resources under their control.
- Access only information that is their own or is publicly available or to which authorized access has been given.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Use shared resources appropriately. (e.g. refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources).

**Board of Regents for Higher Education
for the Connecticut State Colleges & Universities**

**IT-001 ACCEPTABLE AND RESPONSIBLE USE OF INFORMATION
TECHNOLOGY AND RELATED RESOURCES POLICY**

To adhere to Acceptable and Responsible Use policy, users of CSCU IT resources must NOT:

- Use CSCU IT resources to violate any CSCU policy or state or federal law.
- Use another person's credentials, User ID, or password to access resources.
- Use another person's files or data without permission.
- Gain unauthorized access or breach any security measure including decoding passwords or accessing control information, or attempt to do any of the above.
- Engage in any activity that might be harmful to IT resources or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files or making unauthorized modifications to computer data.
- Make or use illegal copies of copyrighted materials or software, store such copies on CSCU IT resources, or transmit them over CSCU networks.
- Harass or intimidate others or interfere with the ability of others to conduct CSCU business.
- Directly or indirectly cause strain on IT resources such as downloading large files, unless prior authorization from the appropriate CSCU authority as determined by the institution is given.
- Use CSCU IT resources for unauthorized purposes which may include but are not limited to, the conduct of a private business enterprise, monetary gain, commercial, religious or political purposes.
- Engage in any other activity that does not comply with the general principles presented above.

No Expectation of Privacy

All activities involving the use of CSCU IT systems are neither personal nor private. Therefore users should have no expectation of privacy in the use of these resources. Information stored, created, sent or received via CSCU IT systems is potentially accessible under the Freedom of Information Act.

Pursuant to Communications Assistance for Law Enforcement Act (CALEA), Public Act 98-142, and the State of Connecticut's "Electronic Monitoring Notice", the Board of Regents reserves the right to monitor and/or log all activities of all users using CSCU IT systems without notice. This includes, but is not limited to, files, data, programs and electronic communications records without the consent of the holder of such records.

Assurance

Each CSCU institution shall incorporate the Acceptable and Responsible Use Policy as part of the terms and conditions for issuing institution computer network accounts. Each CSCU institution shall have all full-time and part-time employees, including student employees, acknowledge that they have read and understand the Acceptable Use Policy. Each CSCU institution shall make the Acceptable Use Policy accessible to all employees and students.

Enforcement

Violations of CSCU Acceptable and Responsible Use policy may result in appropriate disciplinary measures in accordance with local, state, and federal laws, as well as CSCU Policies, general rules of conduct for all college and university employees, applicable collective bargaining agreements, and CSCU student conduct codes.

For purposes of protecting the CSCU network and information technology resources, the BOR Information Security Program Office, in conjunction with college/university IT department, may temporarily remove or block any system, device, or person from the CSCU network that is reasonably suspected of violating CSCU information technology policy. These non-punitive measures will be taken to maintain business continuity and information security; users of the college/university information technology resources will be contacted for resolution.

Exception Process

CSCU recognizes that some portions of the Acceptable and Responsible Use of Information Technology Resources Policy may have to be bypassed from time-to-time because of technical or business reasons.

**Board of Regents for Higher Education
for the Connecticut State Colleges & Universities**

**IT-001 ACCEPTABLE AND RESPONSIBLE USE OF INFORMATION
TECHNOLOGY AND RELATED RESOURCES POLICY**

Accordingly, exceptions may be made provided:

1. The need for the exception is legitimate and approved by the BOR CIO or designee.
2. The exception does not disrupt or compromise other portions of the CSCU service delivery capability.
3. The implementation of the exception is vetted through the Change Management Process.
4. The BOR Information Security Program Office, in conjunction with college/university IT department, is able to establish a monitoring function to assess the operations of the implementation exception.
5. The exception has a defined lifecycle, in that the "retirement" of the exception is scheduled (e.g., "when Release 4.9 is implemented," "at contract termination," etc.)

Exception Request

To request an exception, please submit the Information Security Exception request to SecProg@ct.edu.

The requestor and BOR Information Security Program Office will define the approved alternative configuration if different than the original proposal of the requestor.

The exception process is NOT an alternative to the Change Control Management process.

Disclaimer

CSCU disclaims any responsibility for and does not warrant information and materials residing on non-CSCU systems or available over publicly accessible networks. Such materials do not necessarily reflect the attitudes, opinions or values of CSCU, its faculty, staff or students.

Please read the agreement above before signing.

I have read and agree to abide by the policies governing the Acceptable and Responsible Use of Information Technology and Resources of Connecticut State Colleges and Universities.

Employee's signature: _____ **Date:** _____

Employee's Name: _____