Public Officials and State Employees
Guide to the Code of Ethics

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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 Inquiries  ose@ct.gov

Staff Phone Number Listing
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OFFICE OF STATE ETHICS

Created on July 1, 2005, under Public Act 05-183, the Office of State Ethics (“OSE”) is an independent regulatory agency charged with administering and enforcing the Connecticut Codes of Ethics (“Ethics Codes”), which are found in Chapter 10 of the Connecticut General Statutes.

The OSE’s duties include educating all those covered by the Ethics Codes; interpreting and applying the Ethics Codes; investigating violations of, and otherwise enforcing, the Ethics Codes; and providing information to the public.

The OSE’s jurisdiction:

Part I
Code of Ethics for Public Officials
General Statutes §§ 1-79 to 1-90a

Part II
Code of Ethics for Lobbyists
General Statutes §§ 1-91 to 1-101a

Part III
Lobbying: Miscellaneous Provisions
General Statutes §§ 1-101aa and 1-101bb

Part IV
Ethical Considerations Concerning Bidding and State Contracts
General Statutes §§ 1-101mm to 1-101rr

The OSE Executive Director has overall responsibility for the welfare and effectiveness of the OSE, which has three divisions, the legal division, the enforcement division, and the administrative division.

The OSE’s governing body is the Citizen’s Ethics Advisory Board (“CEAB”), which has nine members appointed by the Governor and legislative leadership. The CEAB holds monthly meetings that are open to the public. A schedule of CEAB meeting dates, times, and locations is available at www.ct.gov/ethics.

CEAB Members:

- Attend monthly CEAB meetings
- Appoint and evaluate the Executive Director of the OSE
- Issue advisory opinions to persons subject to the Ethics Codes
- Serve as a Hearing Officer for non-confidential hearings held under the Uniform Administrative Procedures Act, General Statutes § 4-166 et. seq.
- Attend hearings to determine if violations occurred and, if so, assess penalties
- Attend special meetings if necessary
- Oversee legislative agenda
THE BIG PICTURE

All state officials and employees (except judges) are covered by Part I of the Code of Ethics for Public Officials. It is important to remember that certain provisions of the Code also apply to state officials and 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 their own financial benefit, or for the financial benefit of certain others (for example, family members).

Each state agency also has its own ethics policy, which may be more restrictive than what follows. 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.

What is a “gift”?

General Statutes § 1-79 (5) defines “gift” in three parts:

1. “anything of value” (for example, money, tickets to a sporting event, meals, services, etc.),

2. “which is directly and personally received” (that is, the state official or employee accepts the opportunity to partake of it),

3. “unless consideration of equal or greater value is given in return” (that is, unless the state official or employee pays fair market value for it).

Restricted Donors

Restricted donors include:

- Registered lobbyists (a list is available on the OSE 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 (General Statutes § 4a-100).
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 accept up to $100 annually from a single source, in addition to any of the 19 gift exceptions noted below and set forth in General Statutes § 1-79 (5)(A)–(S). Advisory Opinions Nos. 98-9 and 2003-13.

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 the purpose of the gift or any longstanding personal relationship.

Gift Exceptions

There are certain exceptions to the definition of “gift.” Not all exceptions are covered below; see General Statutes § 1-79 (5)(A)–(S) for the complete list.

- **Token Items** – Items valued less than $10 (such as a pen or mug), provided the annual aggregate of such items from a single source is $50 or less. General Statutes § 1-79 (5)(P).

- **Food and Beverage** – Up to $50 in food/beverage annually, provided the donor or a representative is in attendance when it is being consumed. General Statutes § 1-79 (5)(I).

- **Training** – Vendors may provide you with training for a product purchased by your agency provided such training is offered to all customers of that vendor. General Statutes § 1-79 (5)(Q).
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- **Gifts to the State** – Goods or services given to a state entity. The gift must facilitate state action, and must (1) be for use on state property (e.g., a computer), (2) support a state event (e.g., funds to support an agency event), or (3) support the participation by a state employee or official at an event (e.g., funds for an agency employee to attend an educational conference relevant to his state duties). General Statutes § 1-79 (5)(E).

- **Gifts to the State Reporting Requirement** – If a state employee or official receives goods or services to support his or her participation at an event, and such goods or services include lodging and/or out-of-state travel, he or she must, within 30 days of receiving such goods or services, file an ETH-GTS Form with the Office of State Ethics. General Statutes § 1-84c (b).

- **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. See General Statutes § 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. General Statutes § 1-79 (5) (L). **Note: Registered lobbyists are the only type of restricted donor who may make use of the “major life event” gift exception.**

**What is a “Major Life Event”?**

- 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 of Restricted Donor

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 the donor keep track of the gift exceptions noted above, so that permissible limits are not exceeded. General Statutes § 1-84 (o).

Gifts Between State Employees

Advisory Opinion No. 2006-6 interpreted General Statutes § 1-84 (p), regarding gifts between supervisors and subordinates in state service. This three-part provision limits gift-giving between certain individuals. Specifically:

- There is a monetary limit of $99.99 for gifts between a public official or state employee and his or her supervisor or subordinate. 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 CEAB 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 General Statutes § 1-84 (p).

Likewise, supervisors and/or subordinates may not pool their money to give a group gift valued in excess of $1,000 for a major life event.
NECESSARY EXPENSES

General Statutes § 1-84 (k) – the “necessary expenses” provision – prohibits a state employee or official from accepting a fee or honorarium for participating at an event in his or her official capacity.

However, a state employee or official may receive payment or reimbursement for “necessary expenses” if – in his or her official capacity – the employee or official actively participates in the event (for example, gives a speech or runs a workshop).

“Necessary expenses” are not considered gifts and may include the cost of:

- Travel (coach);
- Lodging (standard room for the night before, of, and immediately following the event);
- Meals (non-lavish); and
- Conference or seminar registration fees.

“Necessary expenses” do not include the cost of entertainment (tickets to sporting events, golf outings, night clubs, etc.) or payments of expenses for family members or other guests.

Only a sponsor of the event in which you are participating may pay for or reimburse your “necessary expenses.” Advisory Opinion No. 2012-9.

Within 30 days of receiving payment or reimbursement of “necessary expenses” for lodging and/or out-of-state travel, the employee or official must file an ETH-NE form with the OSE. General Statutes § 1-84 (k).

Example:

Question: A restricted donor is hosting an out-of-state conference and would like a state employee to come and give a speech in his official capacity. The restricted donor has offered to pay the employee’s travel and lodging expenses, to waive his conference registration fee, and to give him a $500 honorarium. Permissible?

Answer: The state employee may not accept the $500 honorarium (because he is participating in his official capacity), but may accept payment or reimbursement for “necessary expenses,” which include coach-class travel, standard lodging for the nights before, of and after the speech, and waiver of the conference registration fee.

Note: For additional information please see: Necessary Expenses & Gifts to the State: A Guide for Public Officials and State Employees.
CONFLICTS OF INTEREST

Substantial Conflict of Interest

WHAT IS A “SUBSTANTIAL” CONFLICT OF INTEREST?

Under General Statutes § 1-85, a public official or state employee has a “substantial conflict” – and may not take official action – if he has reason to believe or expect that the following is true:

(1) The official action would directly affect his financial interests (i.e., he will derive a direct monetary gain or suffer a direct monetary loss) or those of his spouse, a dependent child, or a business with which he is associated; and

(2) It would do so in a way that is distinctly different from its effect on other persons in the same profession, occupation or group.

“Reason to believe or expect” would be if there is a written contract, agreement, or other specific information available to the individual which would clearly indicate to a reasonable person that such direct benefit or detriment would accrue or when the language of the legislation, regulation or matter in question so indicates. Regs., Conn. State Agencies § 1-81-28 (c).

“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.” General Statues § 1-79 (2).

Required Action for Substantial Conflict of Interest:

A public official or state employee must abstain from taking official action on the matter if he or she has a substantial conflict, as defined above.
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 indistinct from that of a substantial segment of the general public (e.g., all taxpayers). General Statutes §1-86.

REQUIRED ACTION FOR POTENTIAL CONFLICT OF INTEREST:

MEMBER OF A REGULATORY BOARD, COMMISSION, COUNCIL OR AUTHORITY
Such a public official or state employee 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 OSE and entered in the agency's journal or minutes.

ANY OTHER PUBLIC OFFICIAL OR STATE EMPLOYEE
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 OSE for advice and guidance.
If you are a former, or soon to be former, state official or employee seeking post-state employment, you should be aware of the Ethics Code's revolving-door provisions:

**Lifetime Bans**

- **Confidential Information:** You may never disclose any confidential information you learned during the course of your state service for anyone's financial gain. General Statutes § 1-84a. “Confidential information” is defined by Regs., Conn. State Agencies § 1-81-15.

- **Side-Switching:** 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. General Statutes § 1-84b (a).

**One-year Bans**

- **Cooling-Off:** You may not represent anyone, other than the state, for compensation before your former agency for a period of one year after leaving state service. General Statutes § 1-84b (b).

- **State Contracts:** 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. General Statutes § 1-84b (f).

- Employees who hold certain specifically-designated positions (with significant decision-making or supervisory responsibility) at certain state regulatory agencies are prohibited, while still in state service, from negotiating for, seeking or accepting employment with any business subject to regulation by the individual’s agency. See Regs., Conn. State Agencies § 1-92-40a for list of positions. Further, they may not accept employment with any such business within one year of leaving the agency. Note that there is an exception for ex-officio board or commission members. General Statues § 1-84b (c).

- Certain employees of the Department of Consumer Protection and the Department of Emergency Services and Public Protection who have significant decision-making or supervisory responsibility with respect to gaming operations are subject to an additional prohibition. General Statues § 1-84b (d) and (e) and Regs., Conn. State Agencies § 1-92-40a.
Outside Employment for State Officials and Employees

If you are a *current* state official or 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:

- 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. General Statutes § 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. General Statutes § 1-84 (c).
  
  o Generally, these provisions are violated when a state official or employee accepts outside employment with an entity that can benefit from his/her state position (e.g., he/she has specific regulatory, contractual or supervisory authority over the person or entity).

- 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. General Statutes § 1-84 (d).

- You may not utilize state time, materials or personnel in completing tasks for outside employment. Advisory Opinion No. 2007-4.

Hiring State Employees for Outside Employment

In Advisory Opinion 2008-5, the CEAB concluded that it is impermissible, under the Ethics Code, for a state employee-supervisor to employ a state employee-subordinate in the supervisor’s outside business.

Likewise, it is impermissible under the Ethics 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 CEAB 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. The 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 OSE by May 1 each year.

Who Must File:
1. Statutorily designated individuals. General Statutes §1-83 (a) (1); and
2. Members of the Executive Department and employees of quasi-public agencies designated by the Governor. See, Governor Lamont’s Standard.

What Information Must be Filed in the SFI:
- businesses with which you are associated and certain of their affiliates;
- the category or type (not amount) of all sources of income over $1,000;
- securities in excess of $5,000;
- real estate holdings;
- blind trusts; and
- leases or contracts with the state or quasi-public agencies.

A confidential portion of the statement requires disclosure of sources of any debts over $10,000. (The confidentiality of this portion may be waived.) General Statutes §1-83 (b).

Note: If you were to assume your state office or position after March 31, you must file a SFI within 30 days of assuming your position. Also, you must file a SFI upon leaving state service, covering the portion of the year during which you held the office or position.

Governor Lamont’s Standard

Governor Lamont 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 Ethics Code, paying attention to any changes in the law as well as provisions specific to state contracting. General Statutes § 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 OSE. Liaisons are responsible for developing agency ethics policies as well as coordinating employee training with the OSE. General Statutes § 1-101rr (b).

The OSE supports the responsibilities of the above officers by providing in-person training, educational videos or training materials upon request. The OSE 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 Ethics Code contains mandatory reporting requirements for the following individuals who have "reasonable cause to believe that a person has violated" the Ethics Code:

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

These designees are required to report a belief that a person has violated the Ethics Code to the OSE. General Statutes § 1-101pp. (Note: Ethics compliance officers and liaisons are not, by virtue of that position alone, mandatory reporters.)
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 OSE and the Respondent may negotiate a settlement.

After a finding or admission of a violation, the CEAB can order the Respondent to comply with the Ethics 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 Ethics Code, the CEAB 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 OSE may refer matters to the Chief State’s Attorney for criminal prosecution. An intentional violation of the Ethics 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 Ethics Code.

Public officials are encouraged to review the “Citizen’s Guide to Filing a Complaint,” available on the OSE website, for a detailed overview of the complaint process and associated confidentiality provisions.
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

Approved by BOT 6/9/06
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.
Public Records Policy 05: Disposition of Public Records

Date Issued: November 28, 2011


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
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).
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.
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: ________________________________________________