A GUIDE TO THE CODE OF ETHICS FOR CENTRAL CONNECTICUT STATE UNIVERSITY EMPLOYEES (Last Reviewed August 2020)

ACCEPTANCE OF GIFTS ((§§ 1-84(g), 1-84 (j), 1-84 (k), 1-84(p), 1-84(m)))
In general, the Code prohibits state employees from accepting any gift or gifts from anyone doing business with, seeking to do business with, or directly regulated by the state employee’s agency or department or from any person known to be a registered lobbyist or lobbyist’s representative.

"Gift," however, does not include: ((§ 1-79(5))
- food or drink or both totaling less than fifty dollars per person in a calendar year consumed on an occasion at which the person paying for the food or drink or his representative is in attendance
- presents given by individuals incident to "major life events"
- ceremonial awards costing less than one hundred dollars
- anything of value having a value of not more than ten dollars provided that the aggregate value of all things provided by a donor to a recipient in a calendar year does not exceed fifty dollars
- gifts to a state agency or quasi-public agency for use on state or quasi-public agency property or that support an event and which facilitates state or quasi-public agency functions.
- admission to a charitable or civic event.

The Code also prohibits acceptance of any fee or honorarium given in return for a speech or appearance made or article written in one’s official capacity. (Acceptance of an individual’s necessary expenses is permissible.)

The Code also prohibits gifts costing one hundred dollars or more from a subordinate state employee to a supervising state employee and vice versa. (This ban also applies to members of the state employee’s immediate family.) This ban applies not only to direct supervisors and subordinates but to any individuals up or down the chain of command.

NOTE: The Code prohibits state employees from counseling, authorizing or otherwise sanctioning action that violates any provision of the Code. Moreover, any state agency head, such as the President of a State University, who has reasonable cause to believe that a person has violated the Code of Ethics or any law or regulation concerning ethics in state contracting must report such belief to the Office of State Ethics.

IF YOU HAVE A QUESTION ABOUT THE CODE: The University’s Ethics Compliance Officer is Attorney Carolyn Magnan, University Counsel. Attorney Magnan is available to provide general information about the Code. For questions concerning the Code’s application to a particular situation, anyone subject to the Code may request informal advice from The Office of State Ethics.

(Taken with permission, in part, from a publication prepared by the former State Ethics Commission entitled A Guide to the Code of Ethics for Public Officials and State Employees.)

CONTACTS
Brian O’Dowd
General Counsel
Office of State Ethics
18-20 Trinity St., Suite 205
Hartford, CT 06106-1660
Phone: 860-263-2400
Fax: 860-263-2402

Carolyn Magnan, Esq.
University Counsel
Central CT State Univ.
Davidson Hall, Room 104
Phone: 860-832-3025
Fax: 860-832-1851
magnanc@ccsu.edu
NOTE: Only the most pertinent provisions of the Code have been summarized below.

WHO MUST COMPLY: All state officials and employees (except judges). § 1-79(13).
NOTE: All employees of Central Connecticut State University are included in the Code’s definition of "state employee" and are subject to the Code.

WHAT STANDARDS DOES THE CODE SET: The ethical rules are contained in Connecticut General Statutes §§ 1-79 through 1-90a. Basically, these sections are intended to prevent one from using public position or authority for personal financial benefit. The principal provisions of the Code are as follows:

OUTSIDE EMPLOYMENT (§ 1-84(b))
The Code prohibits outside employment that will impair independence of judgment as to official duties or require or induce disclosure of confidential information gained while in state service. Generally, outside employment is barred if the private employer can benefit from the state employee’s official actions. A state employee is not prohibited, however, from using his or her expertise for private gain, as long as no provision of the Code is violated in the process. In keeping with this distinction, full time members of the faculty bargaining unit may consult or engage in a research project for an outside public or private entity if that consulting or research project has been approved by the Provost and Vice President for Academic Affairs. See the attached CSUS Policy and CCSU Compliance Form for Reporting of Research or Consulting with Outside Public or Private Entity.

FINANCIAL BENEFIT FROM STATE EMPLOYMENT (§§ 1-84(c), (i))
The Code forbids use of public position or confidential information gained in state service for the financial benefit of the individual, his or her family (spouse, child, child’s spouse, parent, brother or sister), or an "associated business" (defined to include any entity through which business for profit or not for profit is conducted in which the state employee, or an immediate family member, is a director, officer or owner) (NOTE: There is an exception to this definition, however, for unpaid service as an officer or director of a non-profit entity.) The following are examples of such violations.

- The retention of royalties from the assignment of faculty authored textbooks or other intellectual property to students taught by the same faculty author does violate the Code. A faculty member may, however, keep such royalties if the assignment of the text or other intellectual property is first approved by the University’s Review Panel. See attached Policy Concerning the Assigning of Faculty Authored Textbooks to Students Taught by Same Faculty.

- The employment of students by faculty in a setting outside of the University also violates the Code. However, such employment is permitted if the Review Panel approves it before it occurs.

The Code also prohibits state employees from entering into contracts with the State valued at $100 or more, other than a contract of employment as a state employee or pursuant to a court appointment, unless the contract has been awarded through an open and public process. (This ban also extends to immediate family and associated businesses.)