




INTEROFFICE MEMORANDUM

Date: August, 2019

TO: All College Employees

FROM: G. Duncan Harris, Chief Executive Officer 

SUBJECT: Ethics Code for State Officials and State Employees

This is to inform you that as a state employee you are subject to the obligations and restrictions established by the State Code of Ethics and, correspondingly, the ethics guidelines issued by the Board of Trustees of Connecticut Community Colleges. (Please note the enclosures).

It is important that you, as a state employee, familiarize yourself with these requirements and be aware of any circumstances in the course of your work that may warrant your careful attention, in order to be in full compliance. I therefore invite you to either review the text of the current Code (Chapter 10, Part I, Connecticut General Statutes) or visit the website of the State Ethics Commission at www.ethics.state.ct.us

While you are responsible for complying with all relevant Code provisions, I particularly want to draw your attention to the following requirements: §§ 1-84(b), 1-84(c), 1-84(i), 1-84(j), and (m), 1-84b (b), and 1-84b (f). In general, these provisions prohibit you from:

- *Accepting outside employment which may impair your independence of judgment;*
- *Using your position as a state employee (or using confidential information to which you have access) for financial gain or for the benefit of a member of your family;*
- *Entering into a contract with the State (valued at \$100.00 or more), unless awarded through an open public process;*
- *Accepting any gift of \$ 10.00 or more from a lobbyist or other person regulated by, doing business with or seeking business from the College;*
- *Accepting a fee or an honorarium given in return for a speech or appearance made or article written in one's official capacity (acceptance of your necessary expenses is permissible, however).*

Although this reminder makes no attempt to list or enumerate all possible prohibitions of the Code, I ask that you both recognize and accept this important responsibility as a state employee and make every effort to comply. If you have any particular questions regarding a circumstance at the College which may possibly construct a violation of the Code, please feel welcome to consult with me or the College's Human Resources Director, but also recognize the advice from the State Ethics Commission constitutes the only legally binding interpretations of the Ethics Law.