

OSE NEWS

January 2021

From Governor Lamont's Office to Agency Ethics Liaisons

Before accepting employment with the state, individuals must be made aware of the Code of Ethics for Public Officials and State Employees, so that they will understand their general ethical duties as a state employee or public official. Therefore, during the interview process, each person must be given a summary of the State Code of Ethics and an ethics statement by the hiring agency. Furthermore, each new employee must also sign a statement acknowledging receipt of such summary and agree to comply with the requirements of the state ethics laws. Provided below is the letter from Governor Lamont that should be provided to each potential employee, the Public Officials and State Employees Guide to the Code of Ethics and a receipt acknowledgement form.

- [Letter from Governor Lamont](#)
- [Receipt of Code of Ethics Acknowledgement Form](#)
- [Public Officials and State Employees Guide to the Code of Ethics](#)

Ethics Liaison Action Items

REMINDER: Review Ethics Liaison List for Accuracy

Designation of Filers of Statements of Financial Interests

Please prepare for the May 1, 2021 Statements of Financial Interests filing deadline. Recent retirements, and employee transfers may require changes to your list of required SFI filers.

Please take some time during the upcoming weeks to update the list of SFI filers using the online filing system. Please complete updates by **Monday, March 1, 2021**.

Governor's Standard and Designation Guidelines (Rev. 1/2020)

The current standard 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."

The designation list for each agency must be reviewed and updated by the Ethics Liaison.

For New Employees: Within ten days, the ethics liaison should add the new employee to the designation list and enter them into the filing system.

New employees who assume their designated positions after March 31 must file SFIs for the preceding year within 30 days of assuming such positions. New employees who assume their designated positions between January 1 and March 31 must file SFIs for the preceding year by May 1.

For Departing Employees: Within ten days, the ethics liaison must update the designation list and enter the departure date of the individual, this action prompts the Office of State Ethics to notice these individuals of their requirement to file an SFI within 60 days of their departure.

Current employees who are designated filers must file annually by May 1.



Office of State Ethics
18-20 Trinity Street
Hartford CT 06106
(860) 263-2400

SFI System

Detailed instructions on how to access the filing system to maintain existing filers or to add new filers is available on our website. Please see the "[Guide to the Statements of Financial Interests Filing System for Agency Ethics Liaisons](#)."

For assistance, please e-mail nancy.nicolescu@ct.gov.

Thank You

Thank you again for your participation as your agency's ethics liaison or compliance officer. I encourage those who are new to this e-mail distribution list to visit the [Ethics Liaison/Compliance Officer Corner](#) of the Office of State Ethics website.

As always, feel free to contact me with any questions and to schedule your agency ethics training.

Our Number One Rule: Always Get Advice!

Nancy S. Nicolescu
Director of Education & Communications
Ethics Matters!



Office of State Ethics
18-20 Trinity Street
Hartford CT 06106
(860) 263-2400