

Office of State Ethics

Outside Employment Policy and Disclosure

PURPOSE:

The purpose of this policy is to ensure that any outside employment of employees of the Office of State Ethics (OSE) abides by the State Code of Ethics, including the code of ethics for OSE employees enumerated in General Statutes § 1-80 (h), and its spirit, in that it does not create conflicts of interest or the appearance thereof, impair job performance, or otherwise interfere with the mission of the OSE. The policy mandates disclosure of outside employment to ensure transparency and compliance with OSE's ethical standards and policies.

The following policy and disclosure requirement applies to all OSE employees:

1. Disclosure Requirement:

Employees must disclose any outside employment or business activities to their supervisor and the OSE Executive Director using the form located at the end of this policy. This includes any part-time or full-time work, freelance work, self-employment, or other business engagements.

o Timing of Disclosure:

- Employees are required to disclose any outside employment at the time of hire (or, if practicable, before accepting such employment), and at the time of a promotion or change of assignment (if applicable).
- Employees must also disclose any new outside employment or changes to current outside employment within 30 days (or, if practicable, before accepting such employment or the changes go into effect, as the case may be).

2. Annual Acknowledgment:

All employees must review and acknowledge this policy each calendar year, no later than July 1, using the form located at the end of this policy. The OSE's Ethics Liaison will

send a reminder and provide the necessary instructions for this annual acknowledgment. Failure to acknowledge the policy may result in disciplinary action.

3. Review Process:

Upon disclosure, the employee's supervisor and the OSE Executive Director will review the outside employment to determine if there exists any conflict of interest, potential impact on job performance, or violation of ethical standards, and will consult with the OSE General Counsel, as needed. Employees will promptly be informed of any concerns, and a plan to address these concerns may be developed in consultation with the employee.

4. Conflict of Interest:

Beyond the prohibitions outlined in the State Code of Ethics and the OSE Ethics Policy, employees must ensure that their outside employment does not:

- Create a situation where the employee's judgment or actions at the OSE could be influenced by such outside employment.
- Interfere with the employee's ability to fully perform his or her OSE duties.

5. Use of Office:

No employee may use any state resources (such as materials, time, equipment, and personnel) or any confidential information to further his or her outside employment.

If an employee engages in outside employment during a state workday, such employee must notify his or her supervisor in writing in advance of any outside work being performed and must utilize non-state time to do so (i.e., lunch, personal time, etc.). *In no event may state time be used in pursuit of outside employment.*

6. Enforcement:

Employees who fail to comply with the disclosure requirements of this policy may be subject to disciplinary action, up to and including termination of employment. Any outside employment that is deemed to pose a conflict of interest or violate ethical standards may also result in corrective action, including a referral to the OSE Enforcement Division.



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Acknowledgment

By signing below, I acknowledge that I have read and understand the OSE Outside Employment Policy. I agree to disclose any outside employment as required and to comply with all aspects of this policy.

Signature: _____

Date: _____

Office of State Ethics**Outside Employment Policy and Disclosure Form****Date:** _____**Employee Information**

- **Employee Name:** _____
- **Job Title:** _____
- **Department:** _____
- **Supervisor:** _____

Outside Employment Information

1. **Name of Outside Employer (if not applicable, put "Self"):**

2. **Nature of Business (Consultancy, Retail, Education, etc.)**

3. **Type of Outside Employment (Freelance, Part-Time Employee, Self-Employed, etc.):**

4. **Job Title/Role in Outside Employment:** _____
5. **Description of Duties in Outside Employment:**
(Please provide a brief overview of your responsibilities.)

6. **Approximate Weekly Hours Committed to Outside Employment:**

(Please provide an estimate of the hours per week you plan to dedicate to this outside employment.)

_____ hours/week

7. **Does this outside employment involve any activity that you believe could create a conflict of interest with your role at the Office of State Ethics?**

(Please check one)

☐ Yes

☐ No

If "Yes," please describe the potential conflict of interest:

8. **Will this outside employment interfere with your ability to perform your duties and responsibilities at Office of State Ethics?**

(Please check one)

☐ Yes

☐ No

If "Yes," please provide further details:

Acknowledgment and Certification

By signing below, I certify that the information provided in this Outside Employment Disclosure Form is accurate and complete. **I acknowledge that I am required to disclose any outside employment** to my supervisor and the Ethics Liaison in accordance with the Office of State Ethics' Outside Employment Policy.

I also certify that **I will not use state information, time or resources** in my endeavors outside of the Office of State Ethics.

I understand that failure to provide complete and accurate information may result in disciplinary action.

I further acknowledge that I am aware of the policy's requirement to annually review and acknowledge this disclosure and any changes to my outside employment.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date Reviewed: _____

Approval/Concerns: _____

General Counsel Signature: _____

Date Reviewed: _____

Executive Director Signature: _____

Date Reviewed: _____