

# Jefferson Community College

## Code of Ethics Policy

### PURPOSE:

Pursuant to the provisions of section eight hundred six of the General Municipal Law, the Jefferson Community College Board of Trustees recognizes that there are rules of ethical conduct for public officers and employees which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in the College. It is the purpose of the Resolution to promulgate these rules of ethical conduct for the officers and employees of the College. These rules shall serve as a guide for official conduct of the officers and employees of Jefferson Community College. The rules of ethical conduct of this Resolution as adopted, shall not conflict with, but shall be in addition to any prohibition of article eighteen of the General Municipal Law or any other general or special law relating to ethical conduct and interest in contracts of municipal officers and employees.

### STATEMENT OF POLICY:

#### 1. Definitions

- A. "College Officer or Employee" means an officer or employee of Jefferson Community College, whether paid or unpaid, including members of any administrative board, commission or other agency thereof.
- B. "Interest" means a pecuniary or material benefit accruing to a municipal officer or employee unless the context otherwise requires.

#### 2. Standards of Conduct.

Every officer or employee of the College shall be subject to and abide by the following standards of conduct:

- A. Gifts. She/he shall not directly or indirectly solicit any gift; or accept or receive any gift having the value of one hundred dollars (\$100.00) or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form under circumstances in which it could reasonably be inferred that the gift was intended to influence him/her, or could reasonably be expected to influence him/her, in the performance of his/her official duties or was intended as a reward for any official action on his/her part.
- B. Confidential information. She/he shall not disclose confidential information acquired by him/her in the course of his/her official duties or use such information to further his/her personal interest.
- C. Representation before the College. As an officer, member or employee of the College he / she shall not receive, or enter into any agreement, express or implied,

for compensation for services to be rendered in relation to any matter before the College.

- D.** Representation before any agency for a contingent fee. She/he shall not receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency of the College, whereby his compensation is to be dependent or contingent upon any action by the College with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.
- E.** Disclosure of interest in resolutions. To the extent that he / she knows thereof, a member of the Board of Trustees or any officer or employee of the College, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board of Trustees on any resolution before the Board of Trustees shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he/she has in such Resolution.
- F.** Investments in conflict with official duties. She/he shall not invest or hold any investments directly or indirectly in any financial, business, commercial, or other private transaction, which creates a conflict with his/her official duties.
- G.** Private employment. She/he shall not engage in, solicit, negotiate for, or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his/her official duties.
- H.** Future employment. She/he shall not, after the termination of service of employment with the College, appear before any board or agency of the College in relation to any case, proceeding or application in which he/she personally participated during the period of his/her service or employment or which was under his/her active consideration.

**Nothing herein shall be deemed to bar or prevent the timely filing by a present or former college officer or employee of any claim, account, demand or suit against the College or any agency thereof on behalf of himself or any member of his family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.**

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Resolution # 178-09**