

Essex County College College Regulation

REG 2-24 INSTITUTIONAL CODE OF ETHICS & CONDUCT

Purpose:

Relationships between members of the Essex County College community and individuals, and entities, outside the College have become increasingly numerous and complex. In order to maintain the public's confidence in the integrity of the College, and the successful operation and reputation of Essex County College, the institution must be guided by principles of fair dealing and ethical conduct of its officers and employees.

Definitions:

When used in this Regulation, the following words and terms shall have the following meanings, unless the context clearly indicates otherwise.

“Board” means the Board of Trustees of the College.

“College Matter” means any award, bid, claim, contract, application, license, proceeding, resolution or transaction involving the College or which requires any official action by the Board of Trustees, the President, or employees.

“Continuing Outside Employment” means outside (external) employment activity which requires that the employee render services, furnish goods or devote time to another employer on a recurring basis. Continuing outside employment does not include an isolated commitment to serve as a guest lecturer or a singular instance of providing service or labor to the College.

“Additional Job” means internal employment activity which requires that the employee render services, furnish goods or devote time to the College outside of an employee's full or part-time position and regular work schedule.

“Immediate Family” means the spouse, domestic partner, natural or adopted child, ward, grandchild, parent, or sibling of the employee.

“Interest” means when the conduct of an employee may have the effect of directly or indirectly conferring a pecuniary benefit on that employee, an immediate family member of that employee, an organization or any entity which that employee is an officer, director, member, or shareholder.

“Person or Party” means any natural person, association, corporation, estate, partnership, proprietorship, trust or other legal entity.

Application:

1. No employee shall have any interest, financial or otherwise, direct or indirect, or engage in any activity which is in direct conflict with the proper discharge of their duties.
2. No employee shall use their official position(s) to secure unwarranted privileges or advantages for themselves or others.
3. No employee shall act in their official capacity in any College matter in which the employee or an immediate family member has a direct or indirect interest that might reasonably be expected to impair their objectivity or independence of judgement.

4. No employee shall undertake any continuing outside employment, additional job, or engage in any activity, whether compensated or not, which might reasonably be expected to impair their objectivity or independence of judgement in the exercise of their official duties to the College.
5. No employee shall accept any gift, favors, services, or other things of value under circumstances which gives rise to a reasonable person that such gifts, services or other things of value were given or offered for the purpose of influencing them in the discharge of their official duties.
6. No employee shall knowingly act in any way that would create an impression or suspicion to a reasonable person that the employee is engaged in conduct violative of their trust as public officers or employees.
7. No employee shall use their public office or employment at the College or any information not generally available to members of the public for the purpose of securing financial gain or unwarranted privileges for themselves, their immediate family members, or others with whom they are associated.
8. No employee may issue a press release or media statement, in relation to the College, without first consulting with and obtaining authorization from the Executive Director of Institutional Advancement or their designee. All media inquiries are to be directed to Marketing and Communications.
9. No employee shall have a personal relationship, defined as a relationship that is romantic or intimate in nature, with a student during the time the employee serves as the student's professor/instructor, advisor, evaluator or supervisor.
10. Employees of the College may work additional jobs, or have continuing outside employment, so long as it does not take place during their scheduled work hours, or interfere or present a direct conflict of interest with the regular full-time or part-time job at the College.
11. Employees shall report additional jobs or continuing outside employment to their immediate supervisors. The Supervisor shall transmit same to the Area Head. The Supervisor and Area Head will then make a finding of whether a direct conflict exists between the employee's full-time or part-time position at the College and the additional job or continuing outside employment, and report same to the Executive Director of Human Resources. If it is determined that an employee's continuing outside employment or additional job creates a direct conflict of interest, the Executive Director of Human Resources or designee shall notify the individual of the same in writing and request that the continuing outside employment or additional job be terminated. The individual may appeal this decision to the President of the College or their designee. The decision of the President or designee is final and binding and not subject to the grievance process.
12. Employees with additional jobs are expected to work their assigned schedules. An additional job or continuing outside employment will not be considered or provide an excuse for poor job performance, absenteeism, tardiness, leaving early, or when scheduling different work hours or overtime.
13. Compliance with this Regulation governing institutional ethics and conduct is the responsibility of every officer and employee. Disregarding or failing to comply with standards of institutional ethics and conduct set forth herein could lead to progressive disciplinary action; up to and including termination of employment.

Responsible Official(s): Department of Human Resources	Reference(s): N.J.A.C. 9A:3-1.1 et seq.; N.J.S.A. 18A:3B-14(e); N.J.S.A. 52:13D-12 et seq.
Regulation History: 9/03; 6/22; 4/24	Attachment(s):