Essex County College
College Regulation

REG 2-24 INSTITUTIONAL CODE OF ETHICS & CONDUCT

Purpose:

The purpose of this regulation is to maintain the public's confidence in the integrity of the College. For 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.

"**Outside Activity**" means any external activity which requires that the employee render services, furnish goods, or devote time to another entity/employer on a recurring basis.

"**Outside Employment**" means outside (external) employment 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, 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.

"**Interference**" means whenever an employee engages in outside employment or outside activities which hinders their ability to work their scheduled hours, negatively affecting their job performance at the College.

"**Conflict of Interest**" means the prospect of direct or indirect personal gain which could influence an employee's judgment or action.

"**Interest**" means when the conduct of an employee or a board member may have the effect of directly or indirectly conferring a pecuniary benefit on that employee or board member, 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/employment 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 College personnel, funds, supplies, facilities, classrooms, laboratories, equipment, vehicles, telephones, email, networks, systems, software, records, confidential information, work product, or other College resources shall be used for outside employment or outside activity. No employee shall use the College's name, logo, title, or affiliation to imply College endorsement, sponsorship, or authorization of the outside employment or activity.

4. 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.

5. No employee shall undertake any continuing outside employment, additional job, or engage in any outside 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.

6. 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.

7. 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.

8. 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.

9. No employee may issue a press release or media statement, in relation to the College, without first consulting with and obtaining authorization from the President or the Executive Director of Institutional Advancement or their designee. All media inquiries are to be directed to Marketing and Communications.

10. 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.

11. Employees of the College may work additional jobs, or have continuing outside employment or engage in an outside activity, so long as it does not interfere in their scheduled working hours or present a conflict of interest with their regular full-time or part-time job at the College.

12. Employees shall report additional jobs, outside employment, or outside activities to their direct supervisors. The direct supervisor shall transmit same to the Area Head. The direct supervisor and Area Head, under the guidance of Human Resources, will then make a finding of whether interference in scheduled working hours or a conflict exists between the employee's full-time or part-time position at the College and the outside employment or outside activity and report the same to the Executive Director of Human Resources.

13. If it is determined by the employee's direct supervisor and Area Head, under the guidance of Human Resources, that the individual's additional job, outside employment, or outside activities creates interference in scheduled working hours or a conflict of interest, the Executive Director of Human Resources or designee shall notify the individual of the same in writing and request that the additional job, outside employment, or outside activities be adjusted or terminated.

14. 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.

15. Employees with additional jobs, outside employment, or outside activities are expected to work their assigned schedules. Additional jobs, outside employment, or outside activities will not be considered or provide an excuse for poor job performance, absenteeism, tardiness, leaving early, or when scheduling different work hours or overtime. The information collected will remain confidential and will be used solely to determine whether an actual conflict of interest exist or whether the matter interferes with the employee's responsibilities and obligations to the college.

16. 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; 11/26	**Attachment(s):**