

ISSUES COVERED

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THEMES

1. If in doubt, do without.
2. Report problems early.
3. Consult with Office of General Counsel or your campus Ethics Officer.

BASIC FACTS

1. New York State Public Employees Ethics Reform Act/Public Officers Law applies to all CUNY employees. For purposes of this Law all CUNY employees are “State” employees, including community college employees.
2. State Ethics Commission:
 - a. Power to investigate and impose fines now up to \$40,000 per offense
 - b. May refer to prosecutors for criminal proceedings
 - c. Issues advisory opinions
 - d. Financial disclosure statements are filed with
3. Commission on Public Integrity: New entity created by Public Employees Ethics Reform Act. Takes the place of the former Lobbying Commission. This Commission has been empowered to receive complaints alleging violations of the Civil Service Law Section 107, also known as the “Little Hatch Act.” This section prohibits promises of influence, bans recommendations based on political affiliations and prohibits political assessments. Violations of Little

which bear an organization's name, logo, or message in a manner which promotes the organization's cause

- . Goods and services, or discounts for goods and services, offered to the general public or a segment of the general public defined on a basis other than status as a public official and offered on the same terms and conditions as the goods or services are offered to the general public or segment thereof
- 7. Gifts from a family member, member of the same household, or person with a personal relationship with the public official, including invitations to attend personal or family social events, when the circumstances establish that it is the family, household, or personal relationship that is the primary motivating factor
- . Travel reimbursement or payment for transportation, meals and accommodations for an attendee, panelist or speaker at an informational event when such reimbursement or payment is made by a governmental entity or by an in-state accredited public or private institution of higher education that hosts the event on its campus, provided, however, that the public official may only accept lodging from an institution of higher education:
 - A at a location on or within close proximity to the host campus.
 - B for the night preceding and the nights of the days on which the attendee, panelist or speaker actually attends the event

- . Provision of local transportation to inspect or tour facilities, operations or property owned or operated by the entity providing such transportation, provided, however, that payment or reimbursement of lodging, meals or travel expenses to and from the locality where such facilities, operations or property are located shall be considered to be gifts unless otherwise permitted under this subdivision and
- 10. Meals or refreshments when participating in a professional or educational program and the meals or refreshments are provided to all participants.

HONORARIA

1. Basic Rule:
 - a. Always prohibited from entity or person doing business with campus, including vendors, potential vendors, unions, and individuals. If travel beneficial to ob, campus should pay.
 - b. Honoraria are not gifts receipt of compensation, travel and lodging expenses or reimbursement for such expenses may be accepted.
 - c. There are procedures to seek approval of and to report honoraria annually.
2. Definition:

Honoraria is a payment, fee, or compensation given to a CUNY employee by a private entity for services rendered giving speech, authoring an article, serving on a panel at a meeting or a conference not relating to the covered individual's official duties. Payment may be in the form of a gratuity, fee, travel or lodging ex

penses or reimbursements of such expenses .

3. Procedure for Presidents:

President requests approval from Chancellor with a copy of request to OGC. OGC reviews and advises requestor of decision/approval with copy to Chancellor and New York State Ethics Commission NYSEC . Each year Honoraria Reporting is sent to NYSEC by June 1, by each College Ethics Officer. If Honoraria is greater than \$1,000 it is also reported on question 13 of the Financial Disclosure Statement.

4. College Subordinates:

Request made to immediate supervisor with copy to College President and College Ethics Officer. Ethics Officer approves with copy to President. Ethics Officer compiles all honoraria from the College and reports to NYSEC as above.

CONFLICTS OF INTEREST

May not do anything against CUNY's best interest. Your first loyalty and duty must be to CUNY.

Basic Rules:

1. May not disclose confidential information acquired on the job to further personal interests.
2. Can't sell goods/services over \$25 to State or Public Authority e.g., DASNY except through competitively bid contract.

3. May not use or try to use official position to secure unwarranted privileges or exemptions for self or others.
4. May not give reasonable basis for impression that someone can improperly influence you or that you are affected by kinship, rank, position, influence of person.
5. Public Employees Ethics Reform Act added a new section nepotism and political affiliation section prohibiting all covered employees from participating in any decision to hire, promote, discipline, or discharge a relative for any compensated position at, for or within any state agency, public authority or the legislature. Included in this sections are prohibitions against:
 - a any state contracting decision involving payment of more than one thousand dollars \$1,000 to that individual, any relative of that individual, or any entity in which that individual or any relative has a financial interest or participate in any decision to invest public funds in any security of any entity in which that individual or any relative of that individual has a financial interest, is an underwriter, or receives any brokerage, origination or servicing fees.
 - b in the awarding of state grants or contracts, you may not ask a current or prospective grantee or contractor, or any officer, director or employee, to disclose:
 - i the party affiliation of such grantee or contractor, or any officer, director or employee
 - ii whether such grantee or contractor, or any officer, director or employee, has made campaign contributions to any party, elected official, or candidate for

appearances include but are not limited to:

- 1 Purchase, sale, rental or lease of real property, goods or services.
 - 2 Obtaining grants of money or loans.
 - 3 Licensing.
- c. Ministerial matters ok e.g., assisting with filing for Medicare

CONFLICT/T. of Fla. Sig. 15, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100

is granted by their appointing authority a leave of absence without pay. Such resignation or leave must commence before the individual engages in any campaign activities, including

if something doesn't smell right
if you would be embarrassed if it showed up on the front page of the NY Post

if you are not sure
if two people in the office disagree about whether something is appropriate
any time