

## TWELVE KEY POINTS ABOUT CUNY EMPLOYEE ETHICS

1. No CUNY employee may engage in an outside activity that interferes or - conflicts with his or her official duties. Employees in Policy making positions must have almost all outside activities, including professional practice, approved by the College President (or Chancellor) and State Ethics Commission: over \$1,000 for private employment; over \$4,000 for public employment; serving as director or officer of for-profit corporation; and holding appointed or elected public office, even if uncompensated.
2. Policy makers' outside activities requiring approval include work for CUNY /RF and CUNY related entities.
3. College Presidents must receive approval of outside activities, including service on boards, and file honoraria forms with the Chancellor through the General Counsel.
4. All CUNY employees must receive a copy of the State Ethics Law notification (3-page document).
5. No CUNY employee may use or try to use his/her position to get unwarranted privileges or exemptions for him/her self or another; and no employee may disclose confidential information acquired on the job or use such confidential information for personal gain.
6. All CUNY employees are prohibited from doing business with any State agency (including CUNY or SUNY college) or public authority in excess of \$25, except through a contract awarded through competitive bidding after public notice.
7. No CUNY employee may use CUNY resources for political campaigns, or political/charitable fundraising or other activity. Resources include phones, computers, postage, copiers, employee time, etc.
8. Gifts of \$75 or more are prohibited if it may appear that the gift is intended to influence or reward a CUNY employee's official duties. Gifts of any amount that are actually intended to influence or reward are also prohibited. Such prohibited gifts include travel, meals or entertainment, and may not be from individuals, companies, organizations, unions, vendors or contractors that negotiate with, do business with, or are interested in doing business with CUNY or a campus. This applies to employees serving on related entities.
9. Honoraria or travel reimbursements are prohibited from individuals, companies, organizations, unions, vendors and contractors that negotiate with, do business with, or are interested in doing business with the University or college. This applies to employees serving on related entities.
10. All employees who receive honoraria and travel reimbursements from outside the University must file annual reports [with the College], regardless of the amounts received. Academic employees are exempt within their discipline. The college must file a compilation with the State Ethics Commission by June 1.
11. Policy makers must file annual Financial Disclosure Statements with State Ethics Commission by May 15. This includes all Executive Compensation Plan employees and specified others. Non-policy making employees making over \$74,621 must file unless exempt. Most CUNY titles other than faculty, architects and engineers have been exempt.
12. Faculty currently file an alternative short form, which is part of the multiple position report (part D) with the college, as well as a grant form if applicable. Faculty is expected to file the longer disclosure form by November 15, 2004 and annually thereafter, with the State Ethics Commission.