

# OSE NEWS JUNE 2014

## Top Ten Ethics Rules for Public Officials and State Employees

### 1. ALWAYS GET ADVICE!

#### GIFTS

2. In general you may not accept gifts from lobbyists or anyone who is regulated by, doing business with, or seeking to do business with your agency. There are 19 gift exceptions.
3. Immediately refuse or return gifts within 30 days that do not meet the gift exceptions.
4. Gift exchanges between supervisors and subordinates: \$99.99 per gift limit.

#### USE OF STATE POSITION

5. You may not use your state position or take official action if it would result in a financial gain or loss for you, your family, or a business you are associated with.
6. Only use State time, personnel, materials or equipment for State business.

#### OTHER EMPLOYMENT

7. You may not accept outside employment that impairs your independence of judgment regarding your state duties, or that encourages you to disclose confidential information learned from your position.
8. If you, your family, or an associated business seek to enter into a contract with the State, certain rules must be followed.
9. A supervisor may not hire a subordinate to work for his or her outside business; it is also impermissible for a subordinate to hire a supervisor.
10. When you leave State service, there are restrictions on where you may work and what actions you may take: some restrictions last one year; others a lifetime.

Detailed information concerning the Top Ten Rules and other provisions for the Code of Ethics can be found in our plain-language publication:

[Public Officials and State Employees Guide to the Code of Ethics](#)

## Advisory Opinion Update

On June 19, 2014 the **Citizen's Ethics Advisory Board** met and decided on the opinion summarized below. Click on the AO number to read the full text of the opinion.

**[Advisory Opinion No. 2014-6](#), Application of the Code of Ethics to the Department of Mental Health and Addiction Services Policy Governing Outside Employment of Whiting Forensic Division Psychiatrists.**

The Citizen's Ethics Advisory Board concluded that the Department of Mental Health and Addiction Services policy governing private forensic work by Whiting Forensic Division psychiatrists employed by the State or hired as consultants or independent contractors is consistent with the provisions set forth in the Ethics Code.

## **Action Item – Agency Ethics Statements/Policies**

The Office of State Ethics has been collecting agency ethics statements and policies and when requested, providing legal review and advice.

**If you have not already done so, please e-mail your ethics statements/policies.**

Check our website to see if your Agency Ethics Statement is posted: [Liaison/Compliance Officers Listing](#)

## **In-Person Training**

The OSE continues to offer to state agencies in-person training on the Code of Ethics. This training is provided free of charge.

Please schedule ethics training for new employees or annual training for employees who may have missed a training opportunity at your agency.

Submit a [Training Request Form](#) or contact me directly via phone or e-mail.

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**[Ethics Matters!](#)**