

Code of Ethics for County College of Morris Employees

1. Application

This Code of Ethics is applicable to full-time, part-time, and temporary employees of the County College of Morris.

2. Definitions

When used in this code of ethics, 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 application, award, bid, claim, contract, license, proceeding, resolution or transaction made by, to, against or with the College, or which requires any official action by the Board, officers or employees.

"Continuing outside employment" means outside employment or business activity which requires that the employee render services, furnish goods or devote time to a business, professional practice, or to another employer or client, on a reoccurring basis. Continuing outside employment does not include an isolated commitment to serve as guest lecturer or a singular instance of providing service or labor. The following examples of continuing outside employment activities are illustrative of the intent of this code of ethics and are not meant to be an exhaustive listing of continuing outside employment.

1. A full or part time teaching assignment at another educational institution except for a single or limited number of guest lectures.
2. A clinical or professional practice (for example, in clinical psychology or law.)
3. Appointment as a consultant to a school district, corporation or other public or private enterprise for an indeterminate period or a period exceeding thirty (30) days even if actual time demands are intermittent.
4. Operation or management of, or employment in any business enterprise.

"Employee" means any person compensated for full time, part time, or temporary employment services rendered to the College.

"Immediate family member" means the spouse, natural or adopted child, grandchild, parent, or sibling of the employee.

"Interest" means any personal, financial, economic, property or other concern amounting to a right, advantage, share or portion inuring either directly or indirectly to an employee or to an immediate family member of an employee, either singly, or in affiliation with any person or party as defined herein.

"Person or party" means any natural person, association, corporation, estate, partnership, proprietorship, trust or other legal entity.

"Senior Management" is defined as the President, Executive Vice President, Senior Vice President, Associate Vice President, and Executive Director.

3. Standards of Ethics

- (a) No employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity, which is in substantial conflict with the proper discharge of the employee's duties to the College.
- (b) No employee shall use his or her official position to secure unwarranted privileges or advantages for himself or herself or others.
- (c) No employee shall act in his or her official capacity in any College matter in which the employee or an immediate family member of the employee has a direct or indirect financial interest that might reasonably be expected to impair the employee's objectivity or independence of judgment.
- (d) No employee shall undertake any employment or engage in any business, transaction, service, professional, or political activity, whether compensated or not, which might reasonably be expected to impair the employee's objectivity or independence of judgment in the exercise of his or her official duties to the College.
- (e) No employee shall give or accept, directly or indirectly, any gift, favor, service, or other things of value under circumstances from which it might be reasonably inferred, or which the employee knows or has reason to believe, is offered for the purpose of influencing the discharge of his or her duties to the College.
- (f) No employee shall knowingly act in any way that might reasonably be expected to create an impression or suspicion among the public having knowledge of the employee's acts, that he or she may be engaged in conduct violative of his or her trust as a public employee.
- (g) No employee shall use, or allow to be used, his or her public office or employment, or any information not generally available to members of the public, which the employee receives in the course of or by reason of the employee's office or employment, to secure financial gain, unwarranted privileges, advantages or employment for himself or herself, his or her immediate family members, or others with whom the employee is associated.
- (h) No employee shall engage in a non-professional relationship with a student for whom the employee has a professional responsibility as a teacher, advisor, evaluator or supervisor.
- (i) The primary work obligation of a full-time employee of the College is to the College. No full-time employee of the College shall engage in continuing outside employment unless the College first determines that the continuing outside employment does not:
 - 1. constitute a conflict of interest;
 - 2. occur at a time when the employee is expected to perform his or her assigned duties;
 - 3. diminish the employee's efficiency in performing his or her primary work obligation at the College.

All continuing outside employment of a full-time employee of the College during the regular work year must have the prior and continuing written approval of the President of the College or his/her designee. Where approval is sought for continuing outside part-time employment at another public institution or agency, the approval of the College may be conditioned upon an agreement to apportion the employee's full-time salary between the public employers.

4. Permissible Outside Employment

- (a) This code of ethics shall not preclude outside employment undertaken by a full-time employee during his or her annual leave or vacation periods, provided that the outside employment does not constitute a conflict of interest.
- (b) This code of ethics shall not apply to outside employment as defined in N.J.S.A. 18A:6-8.1 and 18A:6-8.2 provided the same is reported as required by section 5 of this code of ethics.

5. Reporting continuing outside employment

- (a) A full-time employee of the College shall annually report in writing all continuing outside employment as defined in Section 2 to the Executive/Senior/Vice President of the division of the College in which the employee serves or his/her designee. In advance of undertaking continuing outside employment, a full-time employee shall report the intention and seek approval from the President of the College or his/her designee. For all continuing outside employment for which approval has previously been obtained, the employee shall file a status report with the approval officer (e.g. Dean, Supervisor) at the beginning of each succeeding fiscal year during which he or she intends to continue the outside employment. Any changes in outside employment status should be updated as the situation may require.
- (b) Reporting of continuing outside employment shall be made by completing the form prescribed by the College. The form shall contain sufficient specific information to allow the approval officer (e.g. Dean, Supervisor) to determine the times when the employee intends to engage in continuing outside employment, and that if permitted, the outside employment will not:
 - (i) constitute a conflict of interest;
 - (ii) occur at a time when the employee is expected to perform his or her primary work obligation at the College;
 - (iii) diminish the employee's efficiency in performing his or her primary work obligation at the College;
- (c) The reporting form shall contain the following:
 - (i) Name of full-time employee;
 - (ii) The dates and hours the planned continuing outside employment will be performed;
 - (iii) Name and address of outside employer;
 - (iv) Type of work to be performed; and
 - (v) Licenses or other governmental authorization necessary to perform the planned continuing outside employment.

6. Senior Management

Senior Management shall promptly report to the Board of Trustees Committee on Audit any suspected ethical violations or financial irregularities.

A member of Senior Management shall refrain from administering any compensation incentive program in which the manager is a participant.

Senior Managers shall not tamper with College records or otherwise impede an official inquiry.

7. Reporting of Suspected Violations

County College of Morris employees (full-time, part time, and temporary) shall report suspected violations of applicable laws, regulations or College policies, government contract and grant requirements, or this Code of Ethics. This reporting should normally be made initially through standard management channels, beginning with the employee's immediate supervisor. Alternatively, employees may go directly to Human Resources, Public Safety or to the Executive Vice President for Business and Finance, the Office of the General Counsel, or the Committee on Audit of the Board of Trustees, to report suspected or actual violations or concerns.

8. Compliance with the Code of Ethics and Potential Consequences for Non-Compliance

Each person is responsible for ensuring that his or her own conduct and the conduct of anyone reporting to him or her comply with College Policies, the Employee Code of Conduct and the Employee Code of Ethics. Violations may result in the taking of appropriate disciplinary action up to and including discharge from employment. Disciplinary action will be taken in accordance with the procedures applicable to faculty or staff. Conduct representing a violation of this Code of Ethics or the Employee Code of Conduct may, in some circumstances, also subject an individual to civil or criminal charges and penalties.

9. Cooperation

All employees should cooperate fully in the investigation of any misconduct.

10. Consequences of Violation

Violations of this code, of federal, state, or local laws and regulations, or of related college policies and procedures may carry disciplinary consequences up to and including dismissal.

By adoption of this Code of Ethics, the Board of Trustees has empowered the College administration to enforce the provisions of this Code. Prior to the initial hire date and on or before July 1st of each year, each employee shall be given a copy of this Code together with a copy of the College Code of Conduct for Employees, with instructions on how to access these Codes on the College's website. Please note that employees will also be notified that even without acknowledging these policies, they will be deemed to have consented to, ratified and accepted them through their acceptance of and/or continued employment with the College.

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