

## CIVIL SERVICE COMMISSION

### SUPPLEMENTAL CODE OF ETHICS

The Uniform Ethics Code promulgated by the New Jersey State Ethics Commission (SEC) pursuant to the New Jersey Conflicts of Interest Law, *N.J.S.A. 52:13D-12, et seq.*, shall be the primary code of ethics for Civil Service Commission (CSC) employees and Special State Officers. In accordance with N.J.S.A. 52:13D-23(a)(1), the SEC has approved this supplement to the Uniform Ethics Code to govern the conduct of the CSC's employees and Special State Officers.

#### I. Acceptance of Gifts

Employees shall not accept "safe driver" or similar cards which are distributed by police organizations to individuals or groups of employees in their capacity as state employees.

#### II. Access to Information

Employees may not divulge information to any person who would not have access to such information in the course of their official duties. It is the responsibility of the employee to find out whether the information requested is public information (which must be released on appropriate request) or whether the information is confidential. Confidential information includes such things as:

- Providing information on examination questions to applicants.
- Providing personnel information on any employee to any other employee who does not need such information to perform his or her assigned job duties.
- Releasing test results prior to the issue date.

Employees may not use information they obtain in the course of doing their job for unauthorized purposes.

#### III. Outside Activity and Employment

The hours of outside activity or employment may not conflict or coincide with work hours needed for the discharge of official duties nor in any way interfere with the performance of those duties. No employee or Special State Officer shall use State equipment or supplies for such activities or employment.

A CSC employee and/or Special State Officer holding an active license or certification issued by a specific agency of State government to engage in any particular business, profession, trade or occupation shall disclose such active license or certification to the CSC Ethics Liaison

Officer. Such licenses and certifications shall include, but not be limited to, those for attorneys, social workers, accountants, architects, electricians, insurance brokers, land surveyors, plumbers, professional engineers, professional planners, real estate agents and brokers, physicians, teachers, nurses, beauticians and psychologists. All such licenses and certifications reflect potential outside activity and must be reported pursuant to the Uniform Ethics Code.

CSC employees and Special State Officers must disclose any outside employment, business or financial relationship with other CSC employees, particularly subordinates or supervisors in their chain of command. Questions on supervisor/subordinate ethics conflicts should be referred to the CSC Ethics Liaison Officer.

Prior to being undertaken, CSC employees and Special State Officers shall disclose in writing any outside employment, whether compensated or not, and most outside activities on the CSC Outside Activity and Employment Questionnaire. Such outside activity or employment is subject to CSC approval by the assigned Ethics Liaison Officer and the Chief Executive Officer of the CSC. Specifically, when an outside activity involves participation as a member or volunteer in a civic, social, fraternal, religious, or other organization, filling out the CSC Outside Activity and Employment Questionnaire shall only be required when the employee or Special State Officer is a board member or officer of such organization.

#### IV. Political Activity

No CSC employee or Special State Officer shall directly or indirectly use or seek to use his or her authority or the influence of his or her position to control or modify the political action of another person. While at work, no CSC employee or Special State Officer shall engage in political activity. During all other times, he or she may not participate in political activities so as to impair usefulness in the position in which he or she is employed. Each CSC employee and Special State Officer retains the right to vote as he or she chooses and hold opinions on political subjects and candidates.

#### V. Supervisory Conflicts of Interest (Anti-nepotism)

All CSC employees who exercise supervisory authority or authority with regard to personnel actions over other CSC employees are required to disclose if they supervise or exercise personnel authority over a relative, cohabitant or someone they are dating. All such employees must complete the State Ethics' Commission's Supervisory Conflicts of Interest Certification upon assuming a position with supervisory or personnel authority and must update this certification immediately in the event a relative, cohabitant or someone they are dating is assigned within their scope of authority. Questions on supervisory conflicts should be referred to the Ethics Liaison Officer.

“Relative” means an individual’s spouse, domestic partner, or civil union partner or his/her spouse/partner’s parent, child, sibling, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-

brother or half-sister, whether the relative is related to the individual or the individual's spouse/partner by blood, marriage or adoption.