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*The Advocacy Institute Is Pleased to Announce*

## **PROGRAM ANNOUNCEMENT**

### **DOL ORIENTATION: ETHICS REQUIREMENTS FOR STATE EXECUTIVE BRANCH EMPLOYEES**

**October 18, 2011**

**1:15 p.m. to 2:45 p.m.**

**Richard J. Hughes Justice Complex**

**6<sup>th</sup> Floor Point Meeting Area - Attorney General's Library**

**25 Market Street**

**Trenton, NJ**

#### *Program Summary*

This course will examine ethics requirements for employees of the executive branch of State government, which includes State departments, agencies, authorities, boards, commissions, colleges and universities. The course will cover the Conflicts of Interest Law, *N.J.S.A. 52:13D-12 et seq.*, ethics rules, *N.J.A.C.19:6.1 et seq.*, the Uniform Ethics Code and ethics-related ethics executive orders. The presentation will address the most recent changes to the State executive branch ethics law and focus on specific subject areas most likely to affect executive branch attorneys, including how to comply with the ethics rules regarding gifts, attendance at events, outside activities, secondary employment, conflicts of interest and post employment restrictions. Ethics requirements will be illustrated with case studies from the files of the New Jersey State Ethics Commission as well as recent court cases of special interest. **This session will satisfy the mandatory ethics training requirement for State executive branch employees.**

#### *Who Should Attend?*

Those *newly admitted* attorneys the Division of Law has designated to attend this mandatory orientation program, of which this presentation will be part. ***Please do not attempt to register for this program if you have not been so designated.***

#### *Who Is the Faculty?*

**Margaret A. Cotoia, Esq.**, is the Ethics Training Officer for the New Jersey State Ethics Commission. Since she joined the Commission, Margaret has designed and provided ethics training for State employees and Special State Officers at 26 State departments and over 75 authorities, boards and commissions. Prior to joining the Commission, Margaret worked for the New Jersey

Department of Labor and the Public Employment Relations Commission as a hearing officer, mediator and trainer. Margaret holds a B.S. from Georgetown University in Washington, D.C. and a J.D. from the Penn State University Dickinson School of Law in Carlisle, PA.

### *How Do I Register?*

**If you have been designated to attend this program please register by following these instructions.** Most State and some county employees will be able to register for this course by going to <http://reg.dcj.lps.state.nj.us/login.aspx?portalid=2> and creating an account. (Your computer must be attached to the government's Garden State Network.). If you are unable to access the above link kindly email the Advocacy Institute at: [AdvocacyInstitute@lps.state.nj.us](mailto:AdvocacyInstitute@lps.state.nj.us) for an authorization code to allow you access to the registration system through the My New Jersey portal. Once you receive the authorization code you will be prompted to go to the My New Jersey portal at <http://www.state.nj.us/> and create an account, if you do not already have one. Once you do, you then will be able to register through the portal at. <http://www.state.nj.us>.

### *CLE Credit*

**NJ CLE Credit:** This program had been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for 1.5 hours of total CLE credit. Of these, 1.5 qualify as hours of credit for ethics/professionalism.

**NY CLE Credit:** 1.5 ethics credits (pursuant to the approved jurisdiction policy).

**PA CLE Credit:** 1.0 ethics credit (\$1.50 mandatory registration fee required).