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*The Advocacy Institute Is Pleased to Announce*

## **PROGRAM ANNOUNCEMENT**

### **ETHICS REQUIREMENTS FOR STATE EXECUTIVE BRANCH EMPLOYEES**

**October 24, 2013  
2:00 p.m. to 4:00 p.m.  
New Jersey State House  
The Welcome Center, Level 2  
125 West State Street  
Trenton, New Jersey**

#### **Program description**

This presentation will examine ethics requirements for employees of the executive branch of State government, with an emphasis on issues that affect Statehouse staff members. This presentation 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 executive orders. This presentation will also address ethics subject areas that uniquely affect Statehouse staff, including restrictions on acceptance of gifts, statutory provisions limiting reimbursement for out-of-state travel, requirements for documenting business meals, interaction with lobbyists and advocates, attendance at events related to State duties and precautions regarding political activity. This presentation will further cover the Code of Conduct for the Governor, comparing code provisions with ethics requirements for executive branch employees and examining the policy considerations underlying areas where the Governor's Code of Conduct diverges from the Uniform Ethics Code. Ethics requirements will be illustrated with case studies drawn from the files of the New Jersey State Ethics Commission that illustrate common ethics dilemmas faced by Statehouse staff members. **This session will satisfy the mandatory ethics training requirement for State executive branch employees.**

#### ***Who Should Attend?***

This program is intended solely for those selected to participate in the *State House Series* programs, notice of which such persons have already received. Please do not attempt to register if you have not been so selected.

## *Who Is the Faculty?*

**Peter J. Tober** is the Executive Director of the State Ethics Commission. He previously served as Special Counsel and Ethics Counsel to Governor Chris Christie. Mr. Tober also was the Senior Assistant Counsel to Governors Christine Todd Whitman and Donald T. DiFrancesco, acting as the Ethics Liaison Officer for all three Governors. From 2002 to 2009, Mr. Tober was the Vice Chair and member of the Election Law Enforcement Commission. In private practice, he was affiliated with the law firms of Shain Schaffer and Rafanello and Wilentz, Goldman and Spitzer - specializing in municipal law, land use law and commercial litigation. Mr. Tober received his undergraduate degree from Cornell University, majoring in Government and in Economics, and his law degree from the Hofstra University School of Law, where he was Associate Editor of the Hofstra Law Review.

**Margaret A. Cotoia, Esq.** is the Ethics Training Officer for the New Jersey State Ethics Commission. Since she joined the Commission in 2005, 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. Margaret provides ethics advice to a state-wide network of agency ethics liaison officers and co-designs and conducts quarterly meetings for their continuing education. Margaret is also an ethics instructor for the New Jersey Attorney General's Advocacy Institute and the National Attorneys General Training and Research Institute. Prior to joining the Commission, Margaret worked for the New Jersey Department of Labor and the Public Employment Relations Commission as a staff attorney, hearing officer, labor 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, where she was an editor of the law review.

## *CLE Credit*

**NJ CLE Credit:** This program has been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for 2.0 of total CLE credit. Of these 2.0 qualify as hours of credit for ethics/professionalism.

**NY CLE Credit:** 2.0 ethics credits (pursuant to the approved jurisdiction policy).

**PA CLE Credit:** 1.5 ethics credits (\$3.00 mandatory registration fee required).

## *How Do I Register?*

### **State Employees**

Most State employees are able to register for this course by going to <http://reg.dcj.lps.state.nj.us/login.aspx?portalid=2> and creating an AGAI Course Registration account. To do so, your computer **must** be attached to the government's Garden State Network. Upon opening the AGAI Course Registration System home page, you will see the Create Account link in the Login Box. Click on it and create your account, which will include you selecting a user name and password. Once you create your account, you can access the AGAI Course Registration System at <http://reg.dcj.lps.state.nj.us/login.aspx?portalid=2> to register for future courses or to manage your account. Please retain your user name and password for your records.

## **Non-State Employees or State Employees not Connected to the Garden State Network**

If you are not a State employee, or are otherwise unable to access the AGAI Course Registration System through the Garden State Network, 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 AGAI Course Registration System through the My New Jersey portal. **Setting up your account through the portal is a two-step process, the details of which are set forth in the next two paragraphs.**

Once you receive the portal authorization code you will be prompted to go to the My New Jersey portal at <http://www.state.nj.us/> and create a portal account. This is Step 1 of the process, which you need only do once.

Upon setting up your portal account, you need to set up your AGAI Course Registration System account. This is Step 2. To do so, log on to the My New Jersey Portal <http://www.state.nj.us/>. Upon opening the AGAI Course Registration System home page, you will see the Create Account link in the Login Box. Click on it and create your account, which will include you selecting a new user name and password. Once you create your account, you can access the AGAI Course Registration System at <http://reg.dcj.lps.state.nj.us/login.aspx?portalid=2> to register for future courses or to manage your account. Please retain your user name and password for your records.