

**YEARLY STATE ETHICS COMMISSION REQUIREMENTS**

<http://ww2.ramapo.edu/facultystaff/er/ethics.aspx>

ALL EMPLOYEES	MANAGERS	FACULTY	TIMING
<p><b>Ethics Training</b> - Mandatory for all State Employees</p>	<p><b>Ethics Training</b> - Mandatory for all State Employees</p>	<p><b>Ethics Training</b> - Mandatory for all State Employees</p>	<p><b>Request sent in Fall. Submission required within two weeks of initial request.</b></p>
<p><b>Ethics Briefing</b>- Received in years when the full training is not received/completed</p>	<p><b>Ethics Briefing</b>- Received in years when the full training is not received/completed</p>	<p><b>Ethics Briefing</b>- Received in years when the full training is not received/completed</p>	<p><b>Request sent in Fall. Submission required within two weeks of initial request.</b></p>
<p><b>Outside Activity Questionnaire</b> - Must be completed every year whether or not there is Outside Employment</p>	<p><b>Outside Activity Questionnaire</b> - Must be completed every year whether or not there is Outside Employment</p>	<p><b>Outside Activity Questionnaire</b> - Must be completed every year whether or not there is Outside Employment</p>	<p><b>Request sent in Fall. Submission required within two weeks of initial request.</b></p>
<p><b>Request for Approval for Attendance at Events</b> - State employees must request approval to attend any event not sponsored by a State agency. Definition of event is located on ER web page at: <a href="http://ww2.ramapo.edu/facultystaff/er/ethics.aspx">http://ww2.ramapo.edu/facultystaff/er/ethics.aspx</a></p>	<p><b>Request for Approval for Attendance at Events</b> - State employees must request approval to attend any event not sponsored by a State agency. Definition of event is located on ER web page at: <a href="http://ww2.ramapo.edu/facultystaff/er/ethics.aspx">http://ww2.ramapo.edu/facultystaff/er/ethics.aspx</a></p>	<p><b>FACULTY Request for Approval for Attendance at Events</b> - The State official, acting in a scholarly capacity, may attend, participate in, make presentations at colloquia, seminars, conferences, or similar scholarly gatherings, <b>so long as the State official notifies his or her department head (Dean) of his or her attendance, participation or presentation. Must be submitted to Dean <u>only</u> and retained in Dean's Office for five years.</b></p>	<p><b>Please submit at least 2 weeks prior to attending the event.</b></p>
	<p><b>Personal &amp; Business Relationships Disclosure Form</b> - Under current ethics requirements, certain State officers and employees who participate in the purchasing process must file disclosure statements about their personal and business relationships with contractors.</p>		<p><b>Request sent in Fall. Submission required within two weeks of initial request.</b></p>
		<p><b>Scholarly Capacity Rule</b> - may attend, participate in, make presentations at colloquia, seminars, conferences, or similar scholarly gatherings...</p>	<p><b>Please submit at least 2 weeks prior to attending the event.</b></p>
		<p><b>College &amp; University Disclosure Form</b> - a State official serving in a scholarly capacity must annually disclose to ... any travel, subsistence or entertainment expenses, honoraria, academic prizes or other things of value related to activities performed in a scholarly capacity received in the prior academic year (July 1st through June 30th). Any benefit received related to your State position, and any outside activity performed, while not acting in a scholarly capacity, must still be reported ... on the forms required by the State Ethics Commission.</p>	<p><b>Request sent at the end of Spring semester. Must be submitted before May 31.</b></p>