

# NEW JERSEY CITY UNIVERSITY

## SUPPLEMENTAL CODE OF ETHICS TO THE STATE UNIFORM CODE OF ETHICS

### **I. Establishment and Applicability of the New Jersey City University Supplemental Code of Ethics**

This Supplemental Code of Ethics (Code) is established and adopted in accordance with the *N.J. Conflicts of Interest Law*, N.J.S.A. 52:13D-12 et seq. (Conflicts Law), specifically, N.J.S.A. 52:13D-23(a)(1). Pursuant to the Conflicts Law, the *Uniform Ethics Code* (Primary Code) promulgated by the State Ethics Commission (SEC) is the primary code applicable to New Jersey City University (University) full-time and part-time faculty, staff, administrators and members of the University Board of Trustees (University officials and employees). N.J.S.A. 52:13D-23(a)(2). In any instance where a provision of the Code is in conflict with the Primary Code, the Primary Code shall govern. In accord with N.J.S.A. 52:13D-23 (a)(1), the University Board of Trustees adopts this supplement to the Primary Code on behalf of the University.

### **II. General Minimum Standards Required Pursuant to N.J.S.A. 52:13D-23(e)**

A. No University official or employee should 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 his/her duties in the public interest.

B. No University official or employee should engage in any particular business, profession, trade or occupation which is subject to licensing or regulation by a specific agency of State Government without promptly filing notice of such activity with the University Ethics Liaison Officer.

C. No University official or employee should use or attempt to use his/her official position to secure unwarranted privileges or advantages for himself/herself or others.

D. No University official or employee should act in his/her official capacity in any matter wherein he/she has a direct or indirect personal financial interest that might reasonably be expected to impair his/her objectivity or independence of judgment.

E. No University official or employee should undertake any employment or service, whether compensated or not, which might reasonably be expected to impair his/her objectivity and independence of judgment in the exercise of his/her official duties.

F. No University official or employee should accept any gift, favor, service or other thing of value under circumstances from which it might be reasonably inferred that such gift, service or other thing of value was given or offered for the purpose of influencing him/her in the discharge of his/her official duties.

G. No University official or employee should knowingly act in any way that might reasonably be expected to create an impression or suspicion among the public having knowledge of his/her acts that he/she may be engaged in conduct violative of his/her trust as a University official or employee.

### **III: Outside Activity or Employment**

#### **A. University officials and employees.**

##### **1. Exemptions from disclosure of certain outside activities and employment.**

a. Notwithstanding the general disclosure requirements contained in the Primary Code (Section VI), the Primary Code authorizes the University to exempt disclosure of specific kinds of outside employment or activities if the University is satisfied that such activity or employment does not present a conflict of interest. Pursuant to this authorization disclosure to and prior approval of the University Ethics Liaison Officer is not required for volunteer activities on behalf of non-profit charitable, religious, sports, professional, community and other non-profit organizations not reasonably expected to cast material doubt on the objectivity and independence of judgment of the University official or employee in the exercise of their official discretion. Examples (for illustrative purposes only): Professional staff in the Division of Administration and Finance serving in a private capacity as a little league coach, a member of a school parent teacher association or a member of a professional association generally need not disclose and seek approval of the University Ethics Liaison Officer. A tennis coach in the Division of Student Support Services should disclose and seek prior approval for a volunteer activity involving the recruitment of student/athletes on behalf of a tennis program other than New Jersey City University. Where there is reasonable doubt whether disclosure and prior approval is required for a proposed volunteer activity, the covered University official or employee shall either make the disclosure as provided by the Primary Code or seek the advice of the University Ethics Liaison Officer or the SEC regarding the need to disclose prior to engaging in the outside activity.

b. The University Ethics Liaison Officer may exempt from further annual disclosure compensated or uncompensated ouC



**To seek advice regarding application of the Code or to report a potential ethics violation, please contact:**

Alfred E. Ramey, Jr.  
University Ethics Liaison Officer  
New Jersey City University  
Hepburn 306  
2039 Kennedy Boulevard  
Jersey City, NJ 07305-1597  
(201) 200-2039  
E-mail: [ethics@njcu.edu](mailto:ethics@njcu.edu)

University officials and employees may also directly request an advisory opinion from the SEC. The SEC also has jurisdiction to accept reports of potential violations of this Code, the Primary Code or the Conflicts Law. The SEC may be contacted at the address below.

State of New Jersey  
State Ethics Commission  
28 West State Street, P.O. Box 082  
Trenton, New Jersey 08625-0082  
(609) 292-1892  
Website: [www.nj.gov/ethics](http://www.nj.gov/ethics)  
E-mail: [ethics@ethics.state.nj.us](mailto:ethics@ethics.state.nj.us)

## **Attachment**

State of New Jersey  
Executive Order #14  
Governor Jon S. Corzine

WHEREAS, this Administration is fully committed to establishing and maintaining the highest ethical standards in the conduct of State business; and

WHEREAS, State employees, government officials and members of public bodies must at all times be accountable to the people of the State; and

WHEREAS, public service must never be used for private gain; and

WHEREAS, members of the governing boards of State institutions of higher education in New Jersey are responsible for the expenditure of substantial amounts of public dollars and must be fully cognizant of the Conflicts of Interest Law and the need to avoid even the appearance of impropriety; and

WHEREAS, members of State university and college governing boards volunteer time and energy as a commitment to public service; and  
WHEREAS, current financial disclosure forms applicable to members of State university and college governing boards do not detail or identify with sufficient precision the conflicts of interest that all board members must avoid; and

WHEREAS, multiple existing Executive Orders apply to members of State university and college governing boards and require disclosure forms that differ both in form and content; and

WHEREAS, an Advisory Group on Ethics Issues, consisting of former Governors Brendan Byrne and Thomas Kean, retired Supreme Court Justice Stewart Pollock, former Attorney General John Degnan, and Princeton University President Shirley Tilghman, Ph.D., has reviewed and identified concerns regarding the current system and recommended various changes to the Governor; and

WHEREAS, a new and stricter conflicts of interest form will provide for clearer public accountability by requiring governing board members both to identify specifically potential conflicts of interest and to swear under the penalties of perjury that they are

not engaged in a practice that constitutes a conflict of interest;  
and

WHEREAS, requiring members of State university and college governing boards to complete a  
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incorporate the provisions of this Order into its code of ethics. The Commission shall have the authority to enforce the terms of this Order.

In addition to all other civil and criminal penalties provided by law, a board member found by the Commission to have violated the provisions of paragraphs 1, 2, 3, or 4 of this Order shall be fined not less than \$500 nor more than \$10,000 and may be suspended from office by order of the Commission for a period of not in excess of one year.

The failure of any board member to comply w



