

State Ethics Liaison Officers' Responsibilities

As mandated by Executive Order No.1 (Corzine, 2006) every State department, board, commission, authority, agency and instrumentality must appoint an individual to serve as an Ethics Liaison Officer (ELO).

The ELO plays an essential role in ensuring that his/her agency's

C. Outside Activity Questionnaire N.J.A.C. 19:61-2.2(a)

1. Under State ethics rules, all employees must fill out an outside activity questionnaire. Employees are required to disclose all secondary employment, outside business interests and outside activities such as volunteer boards. ELOs have the responsibility of ensuring that employees update the questionnaire when necessary. It is recommended that the ELO require employees to fill out a new questionnaire at regular intervals – for example – every other year, and require that employees report any changes in the non-filing year.

2. It is the duty of the ELO to review these forms to eliminate or prevent conflicts with an employee's official job duties and approve or disapprove each form.

**D. Personal and Business Relationships Disclosure Form
N.J.S.A. 52:34-10.9**

1. Ensure that any employee or State officer who is involved in the procurement process at his/her State agency or is involved in the procurement process of a State agency other than his/her own fills out the Personal and Business Relationships Disclosure Form. ELOs must ensure that employees review the form annually to verify its accuracy and completeness and fill out a new form if there is a material change to any response.

2. It is the duty of the ELO to review these forms to eliminate conflicts of interest if employees have business, personal or

2. ELOs must approve all attendance at events forms prior to the employee's attendance.

3. ELOs must forward attendance at events forms to the Commission if the event is sponsored by an interested party and the employee is allowed to accept any benefit from the sponsor.

B. Recusal N.J.A.C. 19:61-7.4

1. ELOs should ensure that each employee and officer executes a recusal letter when he/she has a personal or financial interest that conflicts with his/her official duties.

2. All Recusal letters must be copied to the Commission.

C. Joint Ventures

The Commission must be copied on all agency determinations regarding proposed joint ventures or private financing. See the Commission's guidelines regarding Joint Ventures and Private Financing of State Activities.

D. Gifts N.J.A.C. 19:61-6.9, 6.10

1. ELOs should distribute the gift policy to all officers and employees before the holiday season.

2. Employees must report all gifts from employment-related sources to the ELO.

3. Perishable gifts from interested parties must be turned in to the ELO when practicable. The ELO must donate perishable gifts to a charity, in the name of the donor.

4. A written record should be kept of the donation, advising the donor why the gift could not be accepted and where it was donated. A copy of that letter should be sent to the State Ethics Commission.

E. Post Employment Restrictions N.J.S.A. 52:13D-17

ELOs shall inform departing employees of post-employment restrictions.

F. Financial Disclosure Executive Order No. 1 (Corzine, 2006)

1. ELOs shall compile a list of persons required to file Financial Disclosure Statements and forward that list to Ethics Commission annually upon request. ELOs shall update the list as new appointments are made throughout the year and when filers leave State service.

2. ELOs shall inform employees of the deadlines for filing

B. Ethics Briefing N.J.S.A. 52:13D-21.1

1. ELOs shall ensure that the mandatory annual ethics briefing is delivered to all employees in years that they do not receive ethics training.

2. The format of the briefing shall be an oral delivery by an authorized agency employee such as the ELO, a manger, a supervisor, staff development professionals; or by brochure or video presentation.

C. Ethics Training Compliance

B. Substitute/Deputy ELO

ELOs should designate a deputy or substitute ELO to handle ethics matters in their absence and inform the Commission of the identity of the designee.

C. Contact Information

ELOs must update the Commission on any changes in contact information, including any changes to an agency's designated ELO or substitute/deputy ELO.