



HUDSON
COUNTY
COMMUNITY
COLLEGE

HUDSON COUNTY COMMUNITY COLLEGE

CODE OF ETHICS

TRUSTEES, OFFICERS AND EMPLOYEES

Human Resources Department: Policies and Procedures
Effective: June 10, 2009

ARTICLE I

STATEMENT OF PURPOSE

It is essential that the conduct of trustees, officers and employees of the Hudson County Community College (the "College") hold the respect and confidence of its students, the County of Hudson, the State of New Jersey and the educational community at every level. The trustees, officers and employees of the College must, therefore, avoid conduct which is in violation of the public trust or which creates a justifiable impression among the public that such trust is being violated.

This Code of Ethics is intended to recognize that the citizens of this community have a vested interest in the reputation and goodwill of the College, and as such the Code of Ethics is intended to protect this interest.

To ensure propriety and preserve the public confidence, trustees, officers and employees of the College shall have the benefit of specific standards to guide their conduct and a mechanism to ensure the uniform compliance of these standards.

**HUDSON COUNTY COMMUNITY COLLEGE
REVISED CODE OF ETHICS**

May 2009

ARTICLE II: CODE OF ETHICS FOR COLLEGE TRUSTEES

1. Application

Article II of this code of ethics is applicable to members of the board of trustees of the Hudson County Community College.

2. Definitions

When used in this Article II, the following words and terms shall have the following meanings, unless the context clearly indicates otherwise.

“Board” means the board of trustees of the Hudson County Community College.

“College Matter” means any application, award, bid, claim, contract, license, proceeding, resolution or transaction made by, to, against or with the College, or which requires any official action by the Board, officers or employees.

“Employee” means any person compensated for full or part time employment services rendered to the College.

“Immediate family member” means the spouse, natural or adopted child, step-child, grandchild, parent, or sibling of the trustee.

“Interest” means any personal, financial, economic, property or other concern amounting to a right, advantage, share or portion inuring either directly or indirectly to a trustee or to an immediate family member of a trustee, either singly, or in affiliation with, any person or party as defined herein.

“Person or party” means any natural person, association, corporation, estate, partnership, proprietorship, trust or other legal entity.

3. Standards of ethics

(a) No trustee shall 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 the trustee’s duties to the College.

(b) No trustee shall use his or her official position to secure unwarranted privileges or advantages for him or herself or others.

(c) No trustee shall act in his or her official capacity in any College matter in which the trustee or an immediate family member of the trustee has a direct or indirect financial interest that might reasonably be expected to impair the trustee's objectivity or independence of judgment.

(d) No trustee shall undertake any employment or engage in any business, transaction, service or professional activity, whether compensated or not, which might reasonably be expected to impair the trustee's objectivity or independence of judgment in the exercise of his or her official duties to the College.

(e) No trustee shall accept, directly or indirectly, any gift, favor, service, or other things of value under circumstances from which it might be reasonably inferred, or which the trustee knows or has reason to believe, is offered for the purpose of influencing the trustee in the discharge of his or her duties as trustee.

(f) No trustee shall knowingly act in any way that might reasonably be expected to create an impression or suspicion among the public having knowledge of the trustee's acts, that he or she may be engaged in conduct violative of his or her trust as a public official.

(g) No trustee, nor any member or employee of a firm or corporation with which the trustee is affiliated, shall appear or negotiate on behalf of a party not affiliated with the College, in any matter before the College or in any cause or proceeding involving the College.

(h) No trustee shall use, or allow to be used, his or her public office or any information not generally available to members of the public, which the trustee receives in the course of or by reason of the trustee's office, to secure financial gain, unwarranted privileges, advantages or employment for himself or herself, his or her immediate family members, or others with whom the trustee is associated.

(i) A trustee should devote time, thought and study to the duties and responsibilities of a College trustee so as to render effective and creditable service.

(j) As an individual, a trustee has no legal authority outside of the meetings of the Board and should conduct himself or herself accordingly with the College staff, local citizens, and all facets of the local community.

(k) An important function of the Board is to establish the policies and the goals of the College and to audit the performance of the administration in the fulfillment of these policies and the progress towards the goals. However, trustees should leave the conduct of the educational program and the College's business to the President and administration of the College.

(l) No trustee of the College shall, during his or her tenure at the College or for a period of one year next subsequent to the termination of the office of that trustee:

(1) be awarded any contract which is not publicly bid;

(2) allow a former trustee appear to represent, or negotiate on behalf of, any other party before the College; or

(3) employ for compensation any former trustee of the College

(m) No trustee, who is a voting member of the board, shall be eligible to accept employment as an employee of the College for a period of two years following resignation or expiration of his term.

4. Disclosure of potential conflict

(a) At first knowledge of a transaction involving the College that reasonably could give rise to a conflict of interest, a trustee shall disclose to the Board the precise nature of the interest or involvement of the trustee or the trustee's immediate family member in any College matter to be considered by the Board or College administration.

(b) Upon notification of the appointment or reappointment of a trustee, the President of the College shall provide the trustee with a copy of this code of ethics. Within thirty (30) days after the organizational meeting of the Board, each trustee shall file with the secretary of the Board, a form of statement specified by the Board which discloses the nature of any financial interest or business relationship which the trustee has which relates to the College or which the trustee is otherwise required to disclose.

5. Enforcement

Violations of this code of ethics may constitute cause for removal of a trustee pursuant to N.J.S.A. 18A:64A-9 or imposition of other sanctions determined by the Board to be appropriate.

ARTICLE III: CODE OF ETHICS FOR COLLEGE EMPLOYEES

1. Application

Article III of this code of ethics is applicable to employees paid from Federal, State, County or College funds and who are employed by Hudson County Community College.

2. Definitions

When used in this Article III, the following words and terms shall have the following meanings, unless the context clearly indicates otherwise.

“Board” means the board of trustees of Hudson County Community College.

“College” means Hudson County Community College.

“College Matter” means any application, award, bid, claim, contract, license, proceeding, resolution or transaction made by, to, against or with the College, or which requires any official action by the Board, officers or employees.

“Continuing outside employment” means outside employment or business activity which requires that the employee render services, furnish goods or devote time to a business, professional practice, or to another employer or client, on a reoccurring basis. Continuing outside employment does not include an isolated commitment to serve as guest lecturer or a singular instance of providing service or labor. The following examples of continuing outside employment activities are illustrative of the intent of this code of ethics and are not meant to be an exhaustive listing of continuing outside employment.

(a) A full or part time teaching assignment at another educational institution except for a single or limited number of guest lectures.

(b) A clinical or professional practice (for example, in a clinical psychology or law).

(c) Appointment as a consultant to a school district, corporation or other public or private enterprise for an indeterminate period or a period exceeding thirty (30) days even if actual time demands are intermittent.

(d) Operation or management of, or employment in any business enterprise.

“Employee” means any person compensated for full or part time employment services rendered to the College.

“Immediate family member” means the spouse, natural or adopted child, step-child, grandchild, parent, or sibling of the employee.

“Interest” means any personal, financial, economic, property or other concern amounting to a right, advantage, share or portion inuring either directly or indirectly to an employee or to an immediate family member of an employee, either singly, or in affiliation with, any person or party as defined herein.

“Person or party” means any natural person, association, corporation, estate, partnership, proprietorship, trust or other legal entity.

3. Standards of ethics

(a) No employee shall 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 the employee’s duties to the College.

(b) No employee shall use his or her official position to secure unwarranted privileges or advantages for him or herself or others.

(c) No employee shall act in his or her official capacity in any College matter in which the employee or an immediate family member of the employee has a direct or indirect financial interest that might reasonably be expected to impair the employee’s objectivity or independence of judgment.

(d) No employee shall undertake any employment or engage in any business, transaction, service or professional activity, whether compensated or not, which might reasonably be expected to impair the employee’s objectivity or independence of judgment in the exercise of his or her official duties to the College.

(e) No employee shall accept, directly or indirectly, any gift, favor, service, or other things of value under circumstances from which it might be reasonably inferred, or which the employee knows or has reason to believe, is offered for the purpose of influencing the employee in the discharge of his or her duties to the College.

(f) No employee shall knowingly act in any way that might reasonably be expected to create an impression or suspicion among the public having knowledge of the employee's acts, that he or she may be engaged in conduct violative of his or her trust as a public employee.

(g) No employee shall appear on behalf of a party not affiliated with the College, in any matter before the College or in a proceeding involving the College before other public agencies. Nothing contained herein shall preclude an employee from appearing on behalf of a student, employee, or employee organization of the College.

(h) No employee shall use, or allow to be used, his or her public office or employment, or any information not generally available to members of the public, which the employee receives in the course of or by reason of the employee's office or employment, to secure financial gain, unwarranted privileges, advantages or employment for himself or herself, his or her immediate family members, or others with whom the employee is associated.

(i) No employee shall engage in an amorous relationship with a student for whom the employee has a professional responsibility as a teacher, advisor, evaluator or supervisor.

(j) Full-time employees must consider the College their primary employer. As such, they must be available and able to perform all of the duties required of their position as outlined in existing job descriptions. Outside employment must not interfere with an employee's job hours and/or performance.

4. Reporting continuing outside employment

- (a) An employee of the College who obtains outside employment as defined in Section 2 shall inform the Director of Human Resources of such employment, in writing, within sixty (60) days.
- (b) The reporting of outside employment shall be made by completing the form prescribed by the College. The form shall contain sufficient specific information to allow the Director of Human Resources to determine the times when the employee intends to engage in outside employment and that the outside employment will not:
 - i. constitute a conflict of interest; and/or
 - ii. occur at a time when the employee is expected to perform his or her assigned duties;
- (c) The information on the form shall contain the following:
 - i. Name of employee;
 - ii. The dates and hours the planned continuing outside employment will be performed;
 - iii. Name and address of part-time employer;
 - iv. Type of part-time work to be performed

5. Permissible Outside Employment

(a) This code of ethics shall not preclude outside employment undertaken by an employee during his or her annual leave or vacation periods, provided that the outside employment does not constitute a conflict of interest.

(b) This code of ethics shall not apply to outside employment as defined in N.J.S.A. 18A:6-8.1 and 18A:6-8.2 provided that same is reported as required by section 4 of this code of ethics.

ARTICLE IV
ACKNOWLEDGEMENT FORM

As it is the duty and obligation of each trustee, officer and employee of the College to comply with this Code of Ethics, it shall be required of each of the above to complete an acknowledgement form, attached hereto as Exhibit A, to be maintained by the Office of the President for a trustee and by personnel for each officer or employee, indicating receipt of and compliance with the College's Code of Ethics.

EXHIBIT A
RECEIPT AND ACKNOWLEDGEMENT
OF THE CODE OF ETHICS

Subject to the terms of my employment or association with the College, I hereby acknowledge receipt of and compliance with the Code of Ethics of the Hudson County Community College.

Name

Position