



State of New Jersey Outside Activity Questionnaire

Background

The New Jersey Conflicts of Interest Law¹ prohibits a State employee from engaging in any business or transaction that is in substantial conflict with the proper discharge of his/her official duties. In concert with the Conflicts of Interest Law, the State Ethics Commission requires all State employees to disclose outside employment and/or business interests². Therefore, all TCNJ employees are required to complete the State of New Jersey Outside Activity Questionnaire ("Questionnaire" or "OAQ").

Procedures

The State of New Jersey Outside Activity Questionnaire must be completed as follows:

- 1) **ALL EMPLOYEES** are required to complete the Questionnaire, whether the employee is engaged in outside activity or not (see Annual Ethics Training and Reporting email from The Ethics Office in November).
- 2) Employees who wish to engage in outside employment or activities must complete the Questionnaire and receive approval prior to engaging in any outside employment or other activity.
- 3) Prior to completing the OAQ be sure to review the attached Activity Reporting Exceptions for a list of volunteer, uncompensated outside activities that need **not** be reported on the OAQ.

Completed questionnaires must be forwarded to the employee's supervisor/chair/program coordinator within 2 weeks. The supervisor should then send it to the College's Ethics Liaison Officer within 2 weeks (Green Hall 207). If you have any questions, you can contact the Ethics Liaison Officer at ethics@tcnj.edu or at (609) 771-2734. If you are not certain whether you are permitted to take on a job or other outside activity according to these rules, you should contact the Ethics Liaison Officer who can ask the Commission for an advisory opinion. These cases are frequently very fact-sensitive, and the Commission decides each individually.

Rules Regarding Outside Activities (Per the State Ethics Commissions Plain Language Guide)

You may have a second job, outside volunteer activity, or personal business interest only if it is compatible with the College's rules and your State responsibilities. You must not:

- 1) Undertake any employment or service which might reasonably be expected to impair your objectivity and independence of judgment in the exercise of your official duties;
- 2) Engage in any business, profession, trade or occupation that is subject to licensing or regulation by a specific agency of State Government, without promptly filing notice of that activity with the Commission;
- 3) Engage in any business, transaction, or professional activity that is in substantial conflict with the proper discharge of your duties in the public interest; or
- 4) Use State time, personnel, or other resources for the other job or activity.
- 5) Neither you nor your immediate family members can hold employment with, hold an interest in, or represent, appear for, or negotiate on behalf of a holder of or applicant for a casino license unless the Commission grants a waiver. To ask for a waiver, contact the Ethics Liaison Officer who will contact the Commission regarding the matter.

Other Resources

For a more complete discussion of this subject, see Guidelines Governing Outside Activities, at http://www.state.nj.us/ethics/statutes/guide/outsideact_guide.html

¹ N.J. 52:13D-12 et seq. Section 23(e)(1)

² Pursuant to N.J.A.C. 19:61-2.2(a)S.A.



**The College of New Jersey
Outside Activity Questionnaire
Activity Reporting Exceptions**

Below is a list of volunteer, uncompensated outside activities that do not require prior notice or approval when (i) the employee engaged in the activity is not an officer or board member of a not for profit, charitable or other private entity on whose behalf the activities are undertaken and (ii) facilities of TCNJ are not utilized by the entity and (iii) the entity does not do business with TCNJ. (These activities need not be disclosed on the Outside Activities Questionnaire.) Employees should contact their Ethics Liaison Officer for guidance if there is any question as to whether the activity would conflict with their job duties or the functions of the College.

1. activities on behalf of volunteer fire companies or rescue or first aid squads
2. activities on behalf of churches, mosques, synagogues, temples or other religious institutions, including, serving as a religious instructor, or deacon, or lector or reader, or choir member
3. activities, such as coaching or other support activities, on behalf of athletic associations or clubs, such as little leagues, soccer leagues, or swimming leagues, or other competitive or recreational activities or participation in similar adult oriented activities (bowling leagues, golf leagues, softball leagues, hunting and skiing clubs)
4. activities on behalf of the Cub Scouts, Boy Scouts, Brownies, Girl Scouts, CYO, YMCA, YWCA, Boys and Girls Clubs and similar organizations
5. activities on behalf of parent -teacher or parent-school organizations, fathers' clubs, mothers' clubs
6. activities on behalf of high school and college alumni organizations
7. activities on behalf of social and civic organizations or issue oriented organizations such as Elk's Club, Women's Club, Rotary, Knights of St. George, Sierra Club, ACLU, NRA
8. activities on behalf of hobby or craft clubs or organizations
9. activities on behalf of service oriented organizations and entities such as hospitals, daycare centers, rehabilitation facilities, or programs to assist senior citizens or others populations with special needs
10. activities on behalf of professional, trade or business organizations, including bar associations
11. activities on behalf of homeowners or condominium associations
12. fund-raising for March of Dimes/Red Cross, schools, hospitals so long as on the employee's own time and without use of title (door to door, by letter, telephone call)
13. political activities permitted under applicable Department Code, if any
14. union related activities
15. activities on behalf of support groups, such as those associated with AA, NA, HIV, cancer, arthritis
16. activities on behalf of the USO



State of New Jersey Outside Activity Questionnaire
(Required for ALL EMPLOYEES)

Name (please print): _____

Work Address: _____

Department: _____

Campus Telephone extension: _____ Position Title: _____

General Job Duties: _____

1) Are you currently engaged in any business, trade, profession, and/or part-time or full-time employment outside of or in addition to your State employment? (Royalties and consultant fees should be included here) [] YES [] NO (If Yes, you must answer question number 2.)

2) Name of Outside Employer(s) or Business(es). Please indicate if you are an owner, partner, or corporate officer. _____

Address: _____

Type of Business: _____

Describe responsibilities: _____

Outside Employment (please specify): Days Worked per week _____

Hours worked: per Day _____ Per Week _____

Is your employment or business being performed for or with any other Department employee or official? [] YES [] NO Name of employee or official and title: _____

Does your outside employment or business require/cause you to have contacts with other NJ State agencies, vendors, consultants or casino license holders? [] YES [] NO (If yes, explain) _____

3) Do you hold a license issued by a State agency that entitles you to engage in a particular business, profession, trade, or occupation? [] YES [] NO If yes, type of license _____

When was the license issued? _____ [] Active [] Inactive

4) Do you currently hold or plan to hold outside voluntary position(s)? [] YES [] NO

If yes, please explain. _____

5) Are you an officer in any professional, trade or business organization? [] YES [] NO

If yes, please explain. _____

6) Are you serving in any public office, or considering appointment or election to any public office? [] YES [] NO

What is the type of elective/appointive position? _____

What are your duties? _____

Hours engaged in elective/appointive activity: Per Day: _____ Per Week: _____ Per Month: _____

