Use of Students in Outside Employment

Potential conflicts may occur when a University employee personally hires a student in any non-University supported activity. Please remember that you must follow the requirements specified within the Policy for the Use of Students in Outside Employment. Visit http://policy.uconn.edu/?p=1077 for more information.

Are You Separating from UConn? Here are some things you need to know:

If you are leaving the University or actively pursuing other employment opportunities, you must consider the State Code of Ethics obligations that address post-state employment. One year and lifetime bans may apply depending on the circumstance. The Office of State Ethics (OSE) specifies instances of these bans in “Public Officials and State Employees Guide to the Code of Ethics.” The following are examples:

**Lifetime**—You may never disclose any confidential information you learned during the course of your state service for anyone’s financial gain. “Confidential information” is any information not generally available to the public. The information may be in any form (written, photographic, recorded, computerized, etc.) including orally transmitted information, e.g., conversations, negotiations, etc.

**One year**—You may not be hired for one year after you leave state service by a party to a state contract valued at $50,000 or more if you were substantially involved in, or supervised, the negotiation or award of that contract and it was signed within your last year of service.

The State Code of Ethics and related policies may be challenging to understand at times. Support and resources are available to help make sense of the code’s requirements and how they may impact you. For more information, please refer to the Guide to the State Code of Ethics located at policy.uconn.edu.

Ethics questions may be directed to Kim Fearney, Director of Compliance and Ethics Liaison at kim.fearney@uconn.edu or 860-486-2530.

Compliance Training Complete

Annual compliance training for Faculty and Staff is complete. Thank you for your continued support—together we achieved 100% participation.
New Animals on Campus Policy

The University recently adopted a new Animals on Campus Policy, effective June 9, 2017. The policy provides a single resource for rules and guidance related to individuals bringing animals on University property, including service animals, service animals in training, emotional support animals and pets. The policy also includes newly implemented UConn Health Clinical Practice Procedures Regarding Animals. The policy outlines procedures in line with federal and state laws regarding animals for individuals with disabilities.

The new Animals on Campus Policy replaces the following related policies:

**UConn (Storrs and Regional)**
- Pets at Work
- Service Animals Policy
- Assistance Animal Policy and Procedure

**UConn Health**
- JDH Pets Visitation 11-023
- UMG/JDH Ambulatory Services – Service Animals in the Practice Locations

Please review the full policy, including an FAQ and the UConn Health Clinical Practice Procedures Regarding Animals, at [http://policy.uconn.edu/?p=7086](http://policy.uconn.edu/?p=7086). For more information regarding this policy, contact The Office of Institutional Equity at (860) 486-2943 or equity@uconn.edu.

Newly Revised Non-Discrimination Policy Statements for Publications

The University recently adopted changes to the *Non Discrimination Policy Statements for Publications including Accessibility Statements for University Events and Section 1557 Statements for Health Programs* (previously entitled *Non-Discrimination Policy Statements for Publications, Printed Material and Electronic Media*), effective June 13, 2017.

This is a University-wide policy that requires University publications that describe or invite participation in UConn programs or activities to contain one of the non-discrimination statements found at: [http://policy.uconn.edu/2011/05/31/non-discrimination-policy-statements/](http://policy.uconn.edu/2011/05/31/non-discrimination-policy-statements/). Departments producing publications subject to the policy must incorporate the required non-discrimination statement into existing, revised and new material. Departments should review and develop a strategy to incorporate the non-discrimination statement into existing publications while operating with the understanding any new or revised publications will include the required statement.

Event-specific publications must also include an accessibility statement intended to ensure an opportunity for participants with disabilities to request accommodations and fully participate in University events or activities. The following is the Event Accessibility Statement required for all University-sponsored events that may be found in this policy.

*If you require an accommodation to participate in this event, please contact (INSERT SPONSORING DEPARTMENT CONTACT NAME) at (INSERT TELEPHONE AND EMAIL CONTACT INFORMATION) by (SPECIFIC DATE (suggestion: at least 5 days in advance)).*

For more information regarding this policy, contact The Office of Institutional Equity at (860) 486-2943 or equity@uconn.edu.

Any questions related to the University's non-discrimination, AA/EEO policies, and reasonable accommodations process may be directed to the Office of Institutional Equity at (860) 486-2943 or equity@uconn.edu.