If you are considering leaving UConn and state service, you should be aware of the State Code of Ethic’s guidelines often referred to as the revolving door provisions.

There are lifetime bans and one-year bans after leaving your UConn position. See the chart below for more information on each.

**LIFETIME BANS**

- **What does the ban include?**
  You may never disclose any confidential information you learned during the course of your state service for anyone’s financial gain.

- **What is Confidential Information?**
  Any information in the possession of UConn, UConn Health, or its employees which is mandatorily non-disclosable to the general public under any state or federal statute, regulation, or provision or that is permissibly disclosable information under the Freedom of Information Act (FOIA) but UConn has decided not to disclose to the general public. This includes written information, recorded information, as well as orally transmitted information.

- **Side-switching**
  You may never represent anyone other than the state regarding a particular matter in which you were personally or substantially involved while in state service and in which the state has a substantial interest.

- **Why is this important?**
  This prevents side-switching in the midst of on-going state proceedings.

- **ONE-YEAR BANS**

- **Cooling Off Period**
  You may not represent anyone (yourself, a business or employer), other than the state, for compensation before UConn or UConn Health.

- **How long is the cooling off period?**
  It is one year after leaving state service at UConn or UConn Health.
You are prohibited from being hired for a period of one year after you leave UConn or UConn Health by a party to a state contract valued at $50,000 or more if 1) you were substantially involved in, or supervised, the negotiation or award of that contract; and 2) it was signed within your last year at UConn or UConn Health.

What does “substantial involvement” include?
Per the State Code of Ethics, it would include participation that was direct, extensive and substantive, not peripheral, clerical or ministerial.

APPLICABILITY AND RESOURCES

Ultimately, it is the individual responsibility of UConn and UConn Health employees to adhere to the State Code of Ethics. Violations of the post-state employment rules could be enforced by the Office of State Ethics and result in fines up to $10,000 per violation. For more information on the State Code of Ethics and the Post-State Employment rules, go to compliance.uconn.edu or portal.ct.gov/Ethics/Public-Official-and-State-Employees-Information.

ARE YOU A SUPERVISOR / MANAGER OF SOMEONE LEAVING UCONN?

Per the Employee Separation Guidelines for Supervisors and the UConn Health Voluntary Resignation from a UConn Health Position Policy, supervisors and managers have the responsibility to ensure all University owned property is returned prior to the employee leaving UConn/UConn Health. Such property includes, but is not limited to intellectual property, work documents, ID/Badge, parking pass, keys, tools, uniforms, UConn/UConn Health purchasing and/or travel cards, telephones, computers, mobile device (i.e. cell phone, tablet), medical equipment, manuals, books, etc.

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