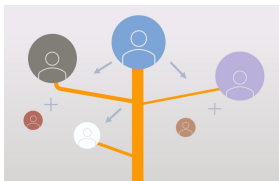


## Hiring State Employees for **Outside Employment**

### Have you ever wondered if you could hire another UConn employee to complete work for you outside of UConn?

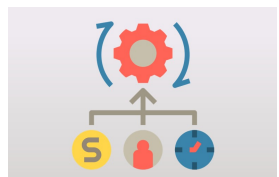
If you are considering hiring another UConn employee to conduct work for you external to UConn, there are some important things to consider to ensure compliance with the State Code of Ethics.



Based on the State Code of Ethics, it is impermissible for a UConn supervisor to hire a subordinate employee for outside work and vice versa, as it could impair the independence of judgement and create a conflict of interest. This applies to all supervisors and subordinates up and down the chain of supervision (**Advisory Opinion 2008-5**).



It is also impermissible for a UConn employee to advertise or solicit clients for an outside business while acting in their UConn employment, as this would be utilizing ones state position for their personal financial gain and the financial gain of an associated business.



Lastly, one is not permitted to utilize UConn time, materials, resources, or personnel in completing work for an outside business.

### Scenario 1 – Supervisor/Supervisee



Meet Brandon who works in the UConn Library and is responsible for the libraries electronic resources and the library website. Outside of his UConn position, Brandon works as a freelance worker building websites for clients. Brandon's supervisor, Jane, has asked Brandon to build her son a website for his newly created dog rescue. Jane stated she would pay Brandon fair market value for the work and that the website would be a surprise gift for her son.

## What do you think? Would this be permissible?

Based on the State Code of Ethics, it is impermissible for a UConn supervisor to hire a subordinate employee for outside work and vice versa, as it could impair the independence of judgement and create a conflict of interest. This applies to all supervisors and subordinates up and down the chain of supervision (**Advisory Opinion 2008-5**).

Therefore, if Jane was a colleague and not in a supervisory relationship with Brandon, it may be permissible so long as Brandon ensures he is observing the provisions of the State Code of Ethics related to outside employment and use of office.

## Scenario 2 – Non-Supervisory Relationship



Meet Grady, a carpenter who works for UConn facilities. Grady is responsible to assist with various facility related work including some renovations and new construction. Grady is a General Contractor and has an outside business building custom cabinets and furniture for clients outside of his UConn work. Grady made an announcement at a facilities staff meeting

about his outside business and encouraged others to share his contact information and promote his business. Grady also put his business card up in the dining hall and placed them on the tables in break rooms throughout UConn.

Gladis, an employee working in the School of Fine Arts recently found one of Grady's business cards. Gladis had been looking for a carpenter to build a custom kitchen island for a kitchen remodel in her home, but is unsure if hiring Grady would be permissible.



## What do you think? Are there issues with hiring Grady for this job?

No UConn employee should be disseminating business cards for their outside business at UConn as this could be seen as utilizing their state position for personal financial gain. In this circumstance, Grady would be violating the State Code of Ethics if he were to be hired for a position based on his dissemination of his business cards at UConn.

## What if Grady did not disseminate his business card at UConn and Gladis found him through word-of-mouth?

In the event Gladis learned of Grady's outside business from another entity, for example, if Gladis searched for an outside contractor and stumbled on Grady's information or if another UConn employee recommended Grady to Gladis, it would be permissible for Grady to take the position as this scenario does not include Grady using his UConn position and resources to solicit business nor is Grady specifically recommending himself for the work. Gladis would, however, need to pay Grady fair market value for the work.

When in doubt, Gladis should seek guidance from the Office of University Compliance!

## 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 outside 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](https://compliance.uconn.edu) or <https://portal.ct.gov/Ethics/Public-Official-and-State-Employees-Information>.

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