



The College of New Jersey

MEMORANDUM

To: All Employees

From: Catherine A. Sokoloski, Esq.
Director of Legal Affairs
Ethics Liaison Officer

Date: November 11, 2005

Re: Reporting of Outside Employment

Attached you will find a form entitled "State of New Jersey Outside Activity Questionnaire," which is a revised version of The College's "Report of Outside Employment" that The College distributed in the past. The College needed to revise the form in order to be in compliance with the New Jersey's Conflicts of Interest Law, N.J.S.A. 52:13D-12 et seq., as well as with the rules, regulations and guidelines of the State's Executive Commission on Ethical Standards.

For purposes of this form, please consider any activity in which you participate outside of your employment with The College, regardless of whether it is compensated or uncompensated. This includes, for example, a part-time job with another employer, consulting, holding a political office, teaching at another college or university or holding an interest in a business entity. Your reporting of an outside activity does not necessarily mean that The College will prohibit you from participating in it, but rather The College will examine each activity and determine whether it conflicts with your position at The College pursuant to guidelines set by the State's Executive Commission on Ethical Standards and The College's judgment. In the event that The College determines that an outside activity is in conflict with an employee's position at The College, you have the opportunity to appeal that determination to the State's Executive Commission on Ethical Standards.

Pursuant to New Jersey's Conflict of Interest Law and The College's Code of Ethics, this form needs to be completed and submitted to your supervisor regardless of whether you engage in an outside activity. Please keep in mind that if you engage in an outside activity after returning this form, you will need to contact my office to complete another form.

Thank you for your anticipated cooperation. Should you have any questions or concerns, please do not hesitate to contact me.