

**From:** [Marketing and Communications](#)  
**To:** [Marketing and Communications](#)  
**Subject:** Annual disclosures and acknowledgments  
**Date:** Monday, February 25, 2019 8:50:04 AM

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Dear Colleagues:

As public employees for the State of Ohio, all Columbus State employees are required to annually disclose any potential conflicts of interest to ensure continued compliance with Ohio Ethics Law. The annual Ethics and Acknowledgment Form includes questions regarding external employment, part time employment, as well as required acknowledgments of the College's Policies and Procedures.

**On or before March 22, 2019 please complete and submit the Annual Disclosures and Acknowledgments Form located here:**

<https://webform.csc.edu/Complete/2019%20Disclosures%20and%20Acknowledgments%20Form>

\*After submission of your form you will be directed to a screen acknowledging receipt of your submission. If this page does not load for you, we please ask that you resubmit your form using a different internet browser. It has been reported in limited circumstances that certain browsers may cause issues with the College's Webform system.

If you have any questions or concerns regarding the Disclosures and Acknowledgments Form please contact the Columbus State Legal Office at (614) 287-5213 or by email at [nfaubelravelly@csc.edu](mailto:nfaubelravelly@csc.edu) or [jdegenov@csc.edu](mailto:jdegenov@csc.edu).

### **Ohio Ethics Law**

The Ohio Ethics Law recognizes that public employees' duties or public interests may potentially conflict with their personal interests or those of family members or business associates. The Ethics law prohibits an individual from having fiduciary or financial interests that conflict, or appear to conflict with the performance of their duties and responsibilities for the College.

To this end, the ethics laws prohibits public employees from soliciting or receiving anything of value, financial gain or personal benefit from those doing business or seeking to do business with the College (Ohio Revised Code section 102.03 *et seq.*). The public contract restrictions prohibit an employee from having an interest in a contract involving the College and similarly, prohibit influencing or securing contracts at the College to personally benefit you, a family member or business associate (Ohio Revised Code sections 2921.42 and 102.04). Additionally, engaging in external work that is in conflict with the performance of your job duties is prohibited by the ethics laws.

The College's Policy 3-20 provides further guidance regarding ethical responsibilities: <https://www.csc.edu/about/policies-procedures/3-20.pdf>.

It is important to remember that compliance is your personal responsibility. Examples of prohibited activities include:

- Soliciting or accepting "anything of value" (e.g., gifts, travel, memberships, discounts) from those who do business or seek to do business with the College;
- Using your public position to influence the hiring or promotion of a family member, member of your household, or business associate;
- Using your College title or the College's name or logo without permission or in a manner that suggests endorsement.
- Being paid or compensated for services or goods sold to the College or any other state agency, except through competitive bidding or other exemptions.

### **Work Outside of the College**

College personnel may engage in external work outside of the College as long as it does not:

(1) create a conflict of interest with their assigned College responsibilities or the College's operations; or (2) improperly influence the employee's professional judgment in exercising their College duties. Prior approval for external work may be

required, per College Policy.

Conflicts of interest which cannot be appropriately prevented or managed with the College are prohibited. Guidance, advisory opinions and FAQs are available for review on the Ohio Ethics Commission's website: [www.ethics.ohio.gov](http://www.ethics.ohio.gov).

### **Part-time Employment**

The College is required to account for actual hours worked by part-time employees. College Policy 3-01 sets twenty-nine (29) hours per week as the number of hours that part-time employees may work or teach. Procedure 3-01(F) requires prior approval from a primary supervisor before a part-time employee may hold a secondary part-time position. You may review Policy 3-01 and the corresponding Procedure 3-01(F) at <https://www.csc.edu/about/policies-procedures/3-01.pdf> and <https://www.csc.edu/about/policies-procedures/3-01F.pdf>.

### **Ohio Public Records Law**

Each year, public employers must notify employees and the public of the right for any person to inspect or request public records. As public employees, we have the obligation to retain records that document the functions, decisions, operations and activities of the College (Ohio Revised Code section 149.43). Employees should contact their Record Retention department liaison with questions. The College's Public Records Policies can be found in the Policy and Procedures Manual at <https://www.csc.edu/about/policies-procedures/11-06.pdf> ; <https://www.csc.edu/about/policies-procedures/11-06B.pdf> and <https://www.csc.edu/about/policies-procedures/11-04.pdf> ; <https://www.csc.edu/about/policies-procedures/11-04B.pdf>.

A summary of the public records request process can be found on the Columbus State Legal Office Webpage: <http://legacy.csc.edu/about/legal-office/public-records.shtml>. Please direct to the Legal Office all requests for public records or subpoenas.

Thank you for your cooperation and prompt compliance in returning the Disclosures and Acknowledgments Form by **March 22, 2019**.

Best regards,

**JACKIE DEGENOVA, ESQ. | DEPUTY GENERAL COUNSEL**

Legal Office

**COLUMBUS STATE COMMUNITY COLLEGE**

550 East Spring Street, Columbus, OH 43215

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Columbus State employees: Do you need advice on Columbus State legal matters? Make a [Request for Service](#).