



TOWN OF RUSH
EMPLOYEE MANUAL



1009 Code of Ethics

(Adopted by the Rush Town Board 4/11/01, Resolution #105)

6-0 Policy Statement - *It is the policy of the Town of Rush that certain rules and regulations regarding employee behavior are necessary for the benefit and safety of all employees, the efficient operation of the Town, and the delivery of services to residents of the Town. Any conduct that interferes with operations, that discredits the Town or that is offensive to residents or other employees will not be tolerated. An employee must conduct oneself in a positive manner so as to promote the best interests of the Town.*

6-1 Pursuant to the provisions of Section 806 of the General Municipal Law, the Town Board of the Town of Rush recognizes that there are rules of ethical conduct for public officers and employees which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in our unit of local government. It is the purpose of this Chapter to promulgate the rules of ethical conduct for the officers and employees of the Town of Rush. These rules shall serve as a guide for official conduct of the officers and employees of the Town of Rush. The rules of ethical conduct of this Chapter as adopted, shall not conflict with, but shall be in addition to any prohibition of Article 18 of the General Municipal Law or any other general or special law relating to ethical conduct and interest in contracts of municipal officers and employees.

6-2 Definitions

- A. MUNICIPAL OFFICER OR EMPLOYEES - an officer or employee of the Town of Rush, whether paid or unpaid, including members of any administrative board, commission or other agency thereof. NO person shall be deemed to be a municipal officer or employee solely by reason of being a volunteer fireperson or civil defense volunteer.
- B. INTEREST - a pecuniary or material benefit accruing to a municipal officer or employee (hereinafter referred to as "officer") unless the context otherwise requires.

6-3 Standards of Conduct

Every officer of the Town of Rush shall be subject to and abide by the following standards of conduct:

A. Gifts

The officer shall not, directly or indirectly, solicit any gift or accept or receive any gift having a value of more than seventy-five dollars (\$75.00), whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in

which it could reasonably be inferred that the gift was intended to influence the officer or could reasonably be expected to influence the officer in the performance of the officer's official duties or was intended as a reward for any official action of said officer.

B. Confidential Information

The officer shall not disclose confidential information acquired in the course of performing official duties or use such information to further the officer's personal interest.

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C. Representation before one's own agency

The officer shall not receive compensation, or enter into an agreement express or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which the officer is a member, employee or officer, or of any municipal agency over which the officer has jurisdiction, or to which the officer has the power to appoint any member, officer or employee.

D. Representation before any agency for a contingent fee

The officer shall not receive compensation, or enter into any agreement, express or implied for compensation to be rendered in relation to any matter before any agency of the officer's municipality, wherein the officer's compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of services rendered.

E. Disclosure of interest in legislation

An officer, or any member of the Town Board, whether paid or unpaid, who participate in a discussion or gives official opinion to the Town Board on any legislation before the Town Board shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest the officer or board member may have in such legislation.

F. Investments in conflict with official duties

An officer shall not invest or hold any investment, directly or indirectly, in any financial, business, commercial or other private transaction that creates a conflict with the officer's duties.

G. Private Employment

An officer shall not engage in, solicit, negotiate for or promise to accept private employment, or render services for private interests when such

employment or service creates a conflict with or impairs the proper discharge of the official duties of the officer.

H. Future employment

An officer shall not, after the termination of service or employment with the Town of Rush, appear before any board or agency of the Town of Rush in relation to any case, proceeding or application in which the officer personally participated, or which was under the officer's active consideration, during the period of the officer's service or employment.

- 6-4** Nothing herein shall be deemed to bar or prevent the timely filing by a present or former municipal officer or employee of any claim, account, demand or suit against the Town of Rush, or any agency thereof, on behalf of the officer or any member of the officer's family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

6-5 Distribution of Code of Ethics

The Supervisor of the Town of Rush shall cause a copy of this Code of Ethics to be distributed to every officer and employee of the Town within 30 days after the effective date of this chapter. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon duties of office or employment.

6-6 Penalties

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this code may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.