

ONONDAGA COUNTY  
**Board of Ethics**



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**SUMMARY: ONONDAGA COUNTY CODE OF ETHICS**

Article III, Section 3.1, of the Code of Ethics requires all Onondaga County employees and officers to follow the below rules:

- 1. Receipt of Benefit:** Do not directly or indirectly accept or request any benefit from another person to influence your actions as a County officer or employee. This does not, in and of itself, prevent campaign donations.
- 2. Confidential Information:** You CANNOT share confidential information related to your employment or use such information for personal benefit.
- 3. Representation Before Your Agency:** You and your relatives CANNOT receive, directly or indirectly, any benefit for services relating to any matter involving the County agency where you work, have jurisdiction over, or have the power to appoint.
- 4. Representation Before Any Agency for a Fee:** You and your relatives CANNOT receive, directly or indirectly, any benefit for services relating to any matter before any County agency in which you have substantial involvement or policy-making authority whereby such benefit is contingent/dependent on action by such County agency.
- 5. Disclosure of Interest:** You MUST immediately disclose to your supervisor any interest you have in any County legislation or contract prior to rendering an opinion or performing work with respect thereto. Legislators MUST disclose to the Chairman and County Attorney and may not participate in any such legislative process.
- 6. Partnership, Association, or Corporation:** A partnership, association, or corporation MUST disclose if any of its members, employees, etc. are also County officers or employees prior to appearing before a County agency which is served by or employs such individual(s).
- 7. Investments – Conflict of Interest:** No investments which conflict with your duties as a County employee or officer.
- 8. Private Employment:** You CANNOT render services for, or engage in, solicit, negotiate for, or promise to accept, private employment or interests which conflict with your duties as a County employee or officer.

- 9. Future Employment:** You CANNOT apply to, appear before, or conduct business with any County agency or the Legislature regarding any matter in which you were substantially involved while employed by the County for 1 year after you leave County employment. After 1 year, you must disclose your prior employment to the Board of Ethics.
- 10. Offer of Employment:** You MUST disclose any offer of employment received from any person or business that is providing or seeking to provide goods or services to the County if you are substantially involved with such goods or services.
- 11. Campaign Contributions:** You CANNOT pressure a subordinate, directly or indirectly, to make a campaign contribution. Voluntary contributions are acceptable.
- 12. Nepotism/Supervising Relatives Prohibited:** Non-elected officers, employees, and appointed officials cannot participate in any decision to hire, appoint, promote, discipline, fire, or supervise, a relative (outside of the civil service system).
- 13. Dual Office Holding:** A County Legislator CANNOT hold another elected office in the United States, be appointed to any incompatible public office, be hired by the County, or serve as a chair of any County political committee.
- 14.** No officer or employee can use County property for personal benefit.
- 15. Gifts:** You cannot request or accept gifts of more than \$75 which may influence your decision-making.

**Advisory Opinions:** Officers and employees of Onondaga County may ask the Board of Ethics for a confidential advisory opinion regarding compliance with ethical requirements. Advisory opinions will not be made public or disclosed, unless required law or for disciplinary proceedings involving the requesting officer.

**Annual Financial Disclosure Forms:** Level I and II reporting officers, as defined in the Code of Ethics, are required to file Annual Financial Disclosure Forms with the Board of Ethics by May 15th of each year. Notices will be sent to such reporting officers on or before March 15th. Disclosure form models are set forth in Article VIII of the Code of Ethics.

*\*Please advised that the above is merely a plain language summary of the Onondaga County Code of Ethics and is not to be construed or interpreted as supplementing, amending, or supplanting the Code of Ethics or any terms or provisions thereof.*