



RUTGERS POLICY

Section: 60.1.14

Section Title: Universitywide Human Resources Policies and Procedures

Policy Name: Employment of Current and Former Public Officials

Formerly Book: N/A

Approval Authority: Board of Governors

Responsible Executive: Senior Vice President for Administration

Responsible Office: University Human Resources and the Office of Senior Vice President for Administration

Originally Issued: New Policy Approved by the Board of Governors 10/5/2007

Revisions: 7/24/2008; 11/9/2009 (Updated titles); 7/1/2013; 10/10/2013 (Updated title)

Errors or changes? Contact: policies@hr.rutgers.edu

1. **Policy Statement**
Rutgers University allows the employment of current and former federal, state, and local public officials under certain conditions.
2. **Reason for Policy**
The purpose of the policy is to outline the conditions and procedures to be followed when extending offers of employment to current or former public officials.
3. **Who Should Read This Policy**
All Rutgers University Hiring Supervisors.
4. **Related Documents**
 - a. Policy 50.3.4, Electoral Political Activities and the Use of University Resources
 - b. <http://uhr.rutgers.edu/GetAForm.htm>
5. **Contacts**
 - a. University Human Resources: 848-932-3020
 - b. Office of Administration: 848-932-5661
6. **The Policy**

60.1.14 EMPLOYMENT OF CURRENT AND FORMER PUBLIC OFFICIALS

I. Policy Statement

Individuals with experience in politics or public service can make valuable contributions to our educational enterprise. Public officials possess direct knowledge and significant insights into political structures and processes and can serve as important resources for faculty interested in

studying political systems and students considering careers in public service. Members of the judiciary are traditionally employed to teach in law schools where they make important contributions to the curriculum and training of students. Other university programs similarly make use of public officials in their teaching and scholarly activities. University employment of public officials under certain circumstances is therefore both appropriate and desirable, and is a regular and valuable practice in many universities and colleges throughout the nation. This policy is not intended to limit appropriate service by Rutgers employees to local school boards, planning boards, town councils and other local government activities (see e.g. Policy 50.3.4). However, caution must be exercised in order to ensure that conflicts of interest do not occur and that all members of the university community avoid even the appearance of conflict of interest or undue influence as a result of such employment relationships.

II. Conditions for University Hiring of Current and Former Public Officials

Current and former federal, state and local elected and appointed government officials may enter into an employment relationship or have other financial agreements, including consulting or contracting agreements, with the university under conditions A. through D. below. Former public officials are defined as those who have held office or other public positions within three years of their Rutgers University employment or engagement.

- A. Such appointments or agreements must be made in accordance with normal university academic and non-academic procedures.
- B. All hiring supervisors extending offers of employment to current or former public officials must ensure that the position is justified solely on the basis of advancing educational or other objectives closely tied to the university's mission. That is, the position may not be offered in exchange for financial or political support and, by employing the public official, Rutgers is neither providing any improper benefits to such individuals nor trying to influence their official positions or activities. The compensation and responsibilities associated with this employment must be appropriate to the position.
- C. Current and former public officials hired by or consulting for the University should adhere to New Jersey's conflicts of interest law, N.J.S.A. 52:13D-12, et seq., and recuse themselves, as appropriate.
- D. All hiring supervisors who convey offers of employment to or enter into consulting agreements with current or former public officials must complete the form "Employment of or Consulting Agreements with Public Officials" and submit the form to the Vice President for Faculty and Staff Resources within 30 days of appointment or engagement. The Vice President for Faculty and Staff Resources shall report to the Senior Vice President for ~~Finance~~ and Administration on a regular basis on the extent to which current and former public officials are employed by or have other financial agreements with the university.
- E. The President shall provide updates to the Board of Governors, as appropriate.

III. Performance Review Requirements

In order to ensure that current and former public officials hired by Rutgers fulfill their obligations to the university, supervisors must establish clearly defined performance measures and prepare written performance evaluations of their work on an annual basis. Such performance reviews should include the public official's name, public office, university position, and university responsibilities and compensation.

IV. Applicable Federal and State Laws and Regulations

Applicable federal and state laws and regulations take precedence over this university policy. Further, this policy assumes adherence to applicable federal and state laws and regulations on the part of all Rutgers University employees and all current and former public officials entering into employment with the university.

V. Responsibility for Interpretation of This Policy

The Office of Senior Vice President for Administration, in consultation with University Human Resources, shall interpret and apply this policy on the New Brunswick campus. On the Newark, Camden and the Rutgers Health Sciences–Newark campus, the respective Chancellor, in consultation with the Office of Senior Vice President for Administration shall interpret and apply this policy.