

# ETHICS REMINDERS

*Looking for a new job?*  
Remember the 30-day rule

As a State employee when seeking future, non-state employment, you must comply with the 30-day rule in two situations:

1. When you are approached about a job by an individual or a company that has a *specific, pending matter that you are working on* as part of your State job responsibilities.
2. When you want to approach an individual or entity about a potential job and that individual or entity has a *specific, pending matter that you are working on* as part of your State job responsibilities.

The 30-day rule has three requirements:

1. You must inform your supervisor and your agency's ethics officer immediately after you have been approached about a job (even if you do not intend to pursue the job) or before you reach out, on your own initiative, to the individual or company
2. If you intend to pursue a job opportunity, you must recuse yourself from any work relating to the individual or company. This means you cannot make any decisions or provide any input into any matter or issue involving the individual or company. You may also not be part of any discussions or communications about the matter or issue.
3. You must wait 30 calendar days from the time you (i) inform your supervisor and ethics officer *and* (ii) recuse yourself from all matters involving the individual or company, before you can have any conversations or communications with the individual or company about the job.



**Remember:**

The Joint Commission on Public Ethics periodically releases Ethics Reminders. Each reminder is a brief and easy to understand synopsis of the laws and rules under the Commission's jurisdiction. Ethics Reminders are issued to assist those subject to the Commission's jurisdiction in understanding and complying with their obligations under the law.