

ETHICS AT A GLANCE

The 30-Day Rule - Looking for a new job?



Remember the 30-day rule



Overview

When seeking future non-state employment, you must comply with the 30-day rule when you are **solicited by OR seriously pursue a job** with an individual/company/entity that 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 or before you reach out on your own initiative.
2. If you intend to pursue a job opportunity, you must **recuse yourself** from any work relating to the individual or company to be considered for a new private sector job.
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.

[More information on the 30-day rule is available on COELIG's website.](#)

Questions?

Contact us by calling 1-800-87-ETHICS (3-8442) or by e-mail at GUIDANCE@ETHICS.NY.GOV.

All guidance communications with COELIG are confidential.

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