

# Welcome to State Service

**Public service is a public trust** – meaning that we perform our work on behalf of the people of the state. That is why state employees are held to a higher standard of conduct. Ethics laws and regulations apply to state employees to assure the public that the information and responsibilities we are entrusted with are respected and safeguarded.



## Ethics Training is your first Responsibility

Executive Law section 94 requires that all state employees' complete ethics training every year. The Commission on Ethics and Lobbying in Government (COELIG) is the agency responsible for administering the ethics training program. Training helps ensure that state employees avoid activities that may not be allowed under the Public Officers Law. Violating the Public Officers Law can result in negative consequences. In addition, potential conflicts of interest can be detrimental to the state and our collective reputations as state employees. This is why it is so important that you complete ethics training every year.

New employees are required to complete a live ethics training **within 90 days** of beginning their state job.



## How do I register for Training?

Your agency may schedule you for their own internal live ethics training during your new employee orientation or you may be directed to complete live Comprehensive Ethics Training with COELIG.

Visit our [Comprehensive Ethics Training Course Offerings](#) webpage for our training schedule and enrollment information. You will need your eight (8) digit Employee Number (N Number) to register for training.



## Why Ethics Training is Important

- **Outside work or leadership roles** - If you're interested in any part-time work or personal endeavor performed outside the scope of your state job duties – you'll need to take steps to ensure they don't conflict with your state job.
- **Gifts** - Accepting a 'free lunch', or a gift basket can present real conflicts in your state job.
- **Politics** – Your political views need to remain separate from your state job.
- **Returning to the private sector** - If you decide to leave state service, other restrictions may prevent you from accepting certain positions in the private sector.



## Your Resources

**Ethics Officer** – every agency has an ethics officer assigned who is responsible for ensuring employees complete their yearly ethics training requirement and provide ethics advice to employees. Utilize our 'Find my Ethics Officer' search on the COELIG website to locate yours.

**COELIG** – we are a confidential resource if you require ethics advice on whether you can accept a 'free lunch' or if an outside job or membership could conflict with your job duties. The COELIG Attorney of the Day program is here to help you – email them at [Guidance@ethics.ny.gov](mailto:Guidance@ethics.ny.gov)



Questions? Email us at: [COELIGEducation@ethics.ny.gov](mailto:COELIGEducation@ethics.ny.gov)