



## Daily Digest Policy Information

It can be difficult to know when University policies change and how it may affect you. To help keep track of new and updated policies, the Daily Digest now features a section completely dedicated to all things policy. “University Policy Information” is reserved for official announcements regarding the adoption and revisions of University policies. Please check the Daily Digest for policy notifications to ensure you are aware of the latest developments. You can also bookmark the [recent updates page](#) or follow us on Twitter [@UConnPolicy](#).

Did you know you can access and view University policies at any time? [Policy.uconn.edu](#), UConn’s online repository for University policies, is your policy resource and it now has a new look. The redesign includes enhanced browsing capabilities, a [Frequently Asked Questions page](#), and an improved layout. Please take a few moments to become familiar with the new [policy.uconn.edu](#).

The Office of Audit, Compliance & Ethics is available for assistance with questions on any University policies. Please contact us today at 860-486-2530.

### *Tweet in the Spring!*



*Follow us on Twitter @UConnPolicy for policy updates.*



### *Who is the University Ombudsman and how can he help?*

The Ombuds Office was established to provide a confidential, neutral resource for staff, faculty, and graduate students to express concerns, identify options to address workplace conflicts, facilitate productive communication, and surface responsible concerns regarding university policies and practices. You may contact the Ombuds Officer, Jim Wohl, to request a confidential conversation or when a source of information may be needed. The Ombuds will listen to concerns, give information about University policies, help evaluate your situation, and assist in making plans to address issues or conflicts. You control the process and decide which course of action to take. Contacting the Ombuds Office is completely voluntary.

The UConn Ombuds Office operates under the Standards of Practice and Code of Ethics of the International Ombudsman Association and provides services based on four guiding principles: Independence; Confidentiality; Informality; and Neutrality. (continued on page 2)

### *Mandatory Compliance Training*

All Faculty and Staff are required to complete compliance training. The deadline for completing training is May 15, 2015.

Visit <http://audit.uconn.edu/?p=339> for more information.



(continued from page 1) The Ombuds Office is located on the second floor of the Babbidge Library in the Jausz Family Reading Room of the Art and Design Library. Unannounced visits are discouraged in order to protect confidentiality. Jim can be reached at (860) 486-5143 and Jim.Wohl@uconn.edu. Please be aware that email is not a secure or confidential method of communication.



## *Assignment of Textbooks- Do you know the rules?*

Connecticut's State Code of Ethics for Public's Officials precludes the use of one's public position for personal financial gain. In a course taught by a faculty member, the assignment of a required textbook s/he authored or of intellectual property s/he prepared may be interpreted as "obtaining financial gain for himself/herself." Please review the Assignment of Textbooks and other Intellectual Property Policy and the related implementation guidelines at <http://policy.uconn.edu/?p=525> to ensure you are taking the mandatory steps to avoid a conflict of interest.

## *Disclosure of Necessary Expenses*

Necessary expenses may be accepted by state employees only if the employee, in his/her official capacity, is actively participating in an event (giving a speech or presentation, running a workshop, etc.).

Within 30 days of receiving payment or reimbursement of necessary expenses for lodging or out-of-state travel, state employees must file an [ETH-NE form](#) with the Office of State Ethics. Necessary expenses can include: Travel (coach); Lodging (standard cost of room for the night before, of, and immediately following the event); Meals; and Related conference expenses.

Additional compensation for such events is not permitted unless the compensation is fully directed to the University (not the employee). For further guidance, please contact Kim Fearney at 860-486-6195.

*The "Compliance Courier" is a quarterly newsletter issued by the Office of Audit, Compliance & Ethics. Each newsletter will provide updates on important compliance issues. For questions or concerns or to suggest future articles, please contact Kimberly Fearney at (860) 486-6195 or [Kim.Fearney@uconn.edu](mailto:Kim.Fearney@uconn.edu).*

UConn  
Office of Audit, Compliance & Ethics

9 Walter's Avenue, Unit 5084  
Storrs, Connecticut, 06269-5084  
Telephone: (860) 486-4526  
Facsimile: (860) 486-4527

Web: [www.audit.uconn.edu](http://www.audit.uconn.edu)  
REPORTLINE  
Phone: 1-888-685-2637

Web: <https://uconncares.alertline.com/gcs/welcome>



## *Did You Know?*

- We feature a "Policy of the Week" in the Daily Digest?
- Previous editions of our quarterly newsletter may be found at <http://audit.uconn.edu/?p=803>?
- The Joint Audit and Compliance Committee (JACC) Meeting Minutes are viewable [here?](#)