



Intellectual Property and Commercialization

The University encourages the development and commercialization of intellectual property invented, created and developed by faculty, students and staff. Intellectual property generally consists of patents, copyrights, trademarks and trade secrets. This policy sets out the University’s policies with respect to such intellectual property, including its ownership, protection and commercialization.

No policy of this nature can cover every possible scenario but it seeks to provide clarity on intellectual property and commercialization issues. The Office of the Vice President for Research (“OVPR”) is the entity primarily responsible for implementing and interpreting this policy, and is ready to work with faculty, staff and students to explain these policies and make determinations in specific cases.

This policy applies to faculty, staff and students at all University Campuses. Please review the full policy at <http://policy.uconn.edu/?p=348>.

Policy on Employment and Contracting for Service of Relatives

The employment or contracting for service of relatives in the same department or area of an organization may cause conflicts and serve as the basis for complaints concerning disparate treatment and favoritism as well as violations of the state’s Ethics statute.

The Policy on Employment and Contracting for Service of Relatives exists to protect against such conflicts and complaints and to provide for the ethical and legally consistent treatment of individuals with relatives seeking employment or who are employed by the University.

Please review the full policy at <http://policy.uconn.edu/?p=357>. For questions, contact the Office of Audit, Compliance & Ethics at (860) 486-4526 or the Office of Faculty and Staff Labor Relations at (860) 486-5684.

Reporting Compliance Concerns

The University’s REPORTLINE allows the University community an opportunity to report unethical or illegal activity any time of the day or night by calling a toll-free number at 1 (888) 685-2637.

Learn more about the REPORTLINE and additional reporting options at: <http://audit.uconn.edu/reportline/>.

The Office of Audit, Compliance & Ethics is available for assistance with questions on any University Policy.



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.



Happy Holidays!
Now, what do I do about gifts?
Holiday Gift F.A.Q.s



Please use the following to assist you regarding the giving and receiving of gifts during the holidays:

Q: A vendor that frequently does business with the University just sent a large fruit basket to our office as a holiday gift. May we accept it or do we need to send it back?

A: A fruit or gift basket (valued at more than \$10), while not acceptable if given to one person alone, may be accepted on behalf of an entire department or office if the per-person cost is less than \$10.

Q: I was just invited by one of our vendors to their holiday party. May I attend?

A: Attendance at a vendor’s holiday party may be permissible, as long as employees are mindful that gifts of food and beverage must total less than \$50 in a calendar year and items given as gifts from a vendor must total less than \$10 in value with an annual total less than \$50.

Q: May I spend \$250 to pay for a holiday luncheon for my staff.

A: Yes, provided that the benefit for each subordinate is not more than \$99.00.

Q: May my coworkers and I pool our money to give our supervisor a gift certificate worth \$150?

A: No. Gifts from subordinated to supervisors cannot exceed \$99.99. Pooling above that limit is not permissible. (Except when the “major life event” gift exception may be used. Holiday gifts do not fall within this exception.

Q: If I receive a gift from a vendor outside the permissible limits, may I donate it to charity?

A: Yes, as long as you do not accept any tax credit for donating the gift. It is suggested that you document the charitable donation. If the gift is not practical to donate, you may return it to the vendor or bring it to the office to share (following the guidance in the first F.A.Q above).

Emergency Closing Policy



Winter is right around the corner... Are you familiar with the Emergency Closing Policy? There have been some changes. Please visit <http://policy.uconn.edu/?p=348> for full details.



Records Management Initiative

Are you frustrated with the overwhelming amount of records and other files in your office? Did you know that you may not have to keep everything? The Office of Audit, Compliance & Ethics offers records management support. We can help you to navigate State and University record policies and procedures and work with you to build upon best practices. Together, we can free up some much needed space and reduce risks associated with storing sensitive information.

Contact Laurie Neal at 860-486-4805 for more information.

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REPORTLINE

Phone: 1-888-685-2637

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