

INTERNAL CONTROLS COMMUNIQUÉ

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The topic of discussion in this internal control newsletter is the New York State Public Officers Law. There are numerous requirements of State employees under the Public Officers Law. In this newsletter I focus on two areas of the law, the Code of Ethics and nepotism.

Public Officers Law

Code of Ethics. New York State Public Officers Law §74 outlines the [Code of Ethics](#) that State employees must abide by. The Code of Ethics covers several areas including, conflict of interest within state employment, post-employment restrictions, and violations of the Code.

If you have questions on the Code of Ethics or any other ethical matter, please contact DMNA's Ethics Officer, Mr. [Robert Conway](#).

Nepotism. The provisions for prohibitions on nepotism and activities of employees and their relatives are outlined below. This excerpt is taken from the New York State Public Officers Law §73(14)(a):

*No statewide elected official, state officer or employee, member of the legislature or legislative employee may participate in any decision to **hire, promote, discipline or discharge a relative** for any compensated position at, for or within any state agency, public authority or the legislature.*

Based on the above a state employee cannot supervise their relative. There are no distinctions made in the employee's work status for any of the above listed activities. The prohibition is for any status of employment including full-time, hourly, temporary, and seasonal employees.

If you find yourself in a situation described above, please contact State Human Resources at 518.786.4830 for further guidance.

Internal Control Training

The Governor's Office of Employee Relations has implemented a new on-line training program, Statewide Learning Management System (SLMS). DMNA employees will be required to take internal control training in SLMS. Currently, the State Human Resources Office is receiving training on how to administer the SLMS program. It is my goal to have DMNA employees receive internal control training by the end of the State Fiscal Year.

✂ **EVERYONE is responsible for internal controls!** ✂