WHO IS CONSIDERED A PUBLIC EMPLOYEE UNDER THE PUBLIC OFFICIAL AND EMPLOYEE ETHICS ACT?

Financial or administrative responsibilities concerning spending

Personnel in procurement, construction or facilities management departments

Delegated fiscal, contracting or cost center authority or budgeting responsibilites

Personnel who have been issued purchasing cards

Make recommendations or decisions for purchasing equipment or facilities

Service on procurement committees

Administering or monitoring grants or subsidies

Includes grant managers and program directors for grant-funded or subsidized programs

May include principal investigators (PI)

May include grant applicants

Official action is not de minimis as to the interests of any person

Deans and assistant deans, department chairs, coaches, athletic directors, police chiefs, and program or operational directors (and deputies or designees of the above)

Individuals who have served as members of a bargaining team

May include camps and conferences administrative staff

Factors to consider in each of the functional areas

Whether the individual has the authority to make final decisions

Whether the individual has the responsibility/authority to forward or stop recommendations made to the person who makes the final decision

Whether the individual prepares or supervises the preparation of final recommendations

Whether the individual makes final technical recommendations

Whether the individual makes recommendations or takes action on a recurring basis as part of the inherent responsibilities of the position that affect organizations other than his/her own

Excluded individuals

Individuals who are only involved in any of the above functional areas in an exclusively ministerial capacity (clerical staff, maintenance workers, equipment operators, police officers, etc.)

Faculty who do not have any administrative duties or other responsibilities described above

NOTE: FORMER PUBLIC EMPLOYEES AND PUBLIC OFFICIALS MUST FILE FOR THE CALENDAR YEAR FOLLOWING SERVICE