



STATE OF CONNECTICUT
DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

COMMISSIONER'S POLICY STATEMENT NO. 78

March 1998
Effective Date: May 1, 1998

PUBLISHING RELATED ACTIVITIES

Reference: Code of Ethics for Public Officials, Conn. General Statute 1-79 et seq.

It is the policy of the Department of Mental Health and Addiction Services (DMHAS) to encourage and support writing and publishing-related activities of its employees especially when the nature of the subject matter has a nexus to the mission, goals and/or statutory responsibilities of the Department of Mental Health and Addiction Services.

The following guidelines informing this policy shall be adhered to in all cases for employees involved in writing/publishing activities.

- The actual writing of books, articles and other publications that are not required as part of an employees' state job shall not be done on state time. If the primary purpose of the article is to fulfill some requirement of the job assignment, then such writing can be done on state time. If the publication is related to mental health and/or substance abuse issues the agency may have the employee identify his/her affiliation with DMHAS in conjunction with the publication.
- State resources such as equipment, postage, or staff time may be used for publishing related activities that are part of the employees' state job and for which no remuneration other than salary is received.
- Royalties generated by employees for work-related documents, published during employment with DMHAS, belong to the state and may not be kept by the employee.
- Royalties generated by employees for books or other publications written on their own time may be kept by the employee unless the writing is the the kind of work he/she is employed to perform and is, at least in part, by a purpose to serve the employer.
- An employee may not use his/her position in state service to advertise articles or books, written privately, or otherwise increase the sales of such publications.
- An employee may not use confidential case studies or other material deemed confidential in a book or article published for personal financial gain.
- Reprints of articles or documents for which no royalty was received may be provided by the employee upon request for copies of same. If the employee is paid for the publication, expenses incurred in reprinting or mailing shall be the responsibility of the employee.

Albert J. Solnit, M.D., Commissioner

AJS:jtm

(AC 860) 418-7000

410 Capitol Avenue, P.O. Box 341431 • Hartford, Connecticut 06134

An Equal Opportunity Employer