

NOTICE TO CITY EMPLOYEES OF CITY ETHICS RULES CONCERNING THE REVOLVING DOOR/POST-CITY EMPLOYMENT

The Governmental Ethics Ordinance, Chapter 2-156 of the Municipal Code of Chicago, contains post-employment restrictions that apply to former City employees and officials.

This summary outlines the restrictions that apply once you leave City service. To the extent this summary differs from the language of the Ordinance, the language of the Ordinance controls.

The post-employment restrictions are:

1. You are permanently prohibited from using or disclosing confidential information gained in the course of, or by reason of, your position with the City.
2. For one year after leaving City service, you cannot **assist or represent*** any person other than the City (like a new employer or client) in any business transaction involving the City, if you participated personally and substantially in the subject matter of that transaction during City service. Note: "assist or represent" includes a wide range of activity, such as appearing before City agencies on behalf of others; making telephone contact with City employees and officials on behalf of others; signing or submitting proposals, contracts or other documents to City agencies; contacting City employees or officials on behalf of others; as well as acting as a spokesperson for others, or seeking to communicate and promote the interests of one party to another.
3. You are permanently prohibited from assisting or representing any person other than the City on any contracts over which you exercised **contract management authority*** during your City service. Note: "contract management authority" means personal involvement in or direct supervisory responsibility for the formulation or execution of a City contract, including preparing specifications, evaluating bids or proposals, negotiating contract terms or supervising performance.
4. You are permanently prohibited from assisting or representing any person other than the City in any judicial or administrative proceeding involving the City, if during your City service:
 - (a) you were counsel of record; or
 - (b) you participated personally and substantially in the proceeding.
5. Department heads and non-clerical employees of the Mayor's Office may not, for two years after leaving City service, lobby any City department, employee or official. "Lobby" means acting on behalf of another person, like an employer or client, to influence any City action, like a contract, tax increment financing matter, real estate development, zoning permit, official endorsement or recommendation, Ordinance change or other City Council matter.
6. All other former Shakman-exempt City officials and employees (other than those from City Council), and all persons appointed by Mayor Emanuel to City boards or commissions, may not, for two years after leaving City service, lobby a City department, agency or commission in which they served, or any City employee or official in a department, agency or commission in which they served. "Lobbying" here also means acting on behalf of another person, like an employer or client, to influence any City governmental action.

All Shakman-exempt personnel (other than those in City Council) must sign an Ethics Pledge obligating them to comply with these two-year restrictions.

Note that none of these restrictions prohibit you from accepting employment with anyone; however, they may restrict what you can do in your new employment.

Every City contract must include a provision that requires compliance with Chicago's Governmental Ethics Ordinance. Therefore, if your new employer has an interest in matters involving the City, it is imperative that you and your employer understand what, if any, post-employment restrictions apply to you.

This summary is only an overview intended to help current and former City employees develop a basic understanding of their responsibilities under the Ordinance. For authoritative guidance on specific questions, consultation with the Board of Ethics is recommended. The Board will maintain the confidentiality requirements of the Ordinance. For assistance, call (312) 744-9660.

ACKNOWLEDGMENT BY EMPLOYEE

I hereby acknowledge:

1. that I received a copy of the foregoing "NOTICE TO CITY EMPLOYEES OF CITY ETHICS RULES CONCERNING THE REVOLVING DOOR/POST-CITY EMPLOYMENT"; and

2. that I understand that I can view and download the complete text of the City's Governmental Ethics Ordinance by accessing the website of the Board of Ethics at www.cityofchicago.org/Ethics/

Signature: _____

Name: _____

Date: _____