



A PLAIN ENGLISH ETHICS GUIDE FOR CITY PERSONNEL CONCERNING SECOND JOBS

The Governmental Ethics Ordinance does not prohibit City employees and officials from having outside employment. Many in fact do work second jobs. However, the Ordinance (Chapter 2-156 of the City's Municipal Code) and the City's Personnel Rules impose restrictions on City personnel who have outside employment, and these restrictions apply both while they're on their outside jobs, and while they're in their City positions. This guide summarizes these restrictions.

This is only an overview intended to help City personnel develop a basic understanding of their ethical responsibilities regarding secondary employment. To the extent this guide differs from the Ordinance, the Ordinance controls. For authoritative guidance about outside employment, we encourage City employees and officials to seek advice from their departmental ethics officer, or confidential advice from us at the Board of Ethics.

ADVANCE DEPARTMENT APPROVAL NEEDED

City Personnel Rule XX provides that City employees **may not engage in a profession, business, trade, investment, occupation or other activity that results in a conflict of interest** with their City employment.

It also requires them to **obtain written**

permission from their Department Head (or City Council member, if they're a City Council employee) to engage in secondary employment or outside business activities.

NOTE: departments or City Council offices may adopt stricter rules. For example, non-clerical employees of the Mayor's Office and Department Heads are prohibited by a City Personnel Rule from having outside employment. Employees should check with their ethics officer first. A list of ethics officers for all departments and wards is here: <https://www.chicago.gov/city/en/depts/ethics/povdrs/ethicsofficers.html>



CONFLICTS OF INTEREST/ IMPROPER INFLUENCE

City personnel **may not make**, participate in, or try to **use their City position to influence any City governmental decision** or action on any matter from which they have **derived any income or compensation in the previous year, or expect to derive any income or compensation in the next year, or have an ownership interest that is more than \$1,000 in a calendar year**, or in which they have a of financial interest distinguishable from that of the general public.

Note: The Board has interpreted this to mean that City personnel may not make or try to influence any City actions or decisions that directly benefit or involve their outside employer.

GIVING ADVICE OR ASSISTANCE ON CITY BUSINESS

City employees and officials may not solicit or receive **anything of value (like salary, income, compensation, gifts, tips, favors, or promises of future work) in return for giving advice or assistance on matters concerning City business**, unless the advice or services are **wholly unrelated** to their City responsibilities. Put another way: City personnel may not be paid by or receive anything of value from a third party to do what the City already pays them to do.



USE OR DISCLOSURE OF CONFIDENTIAL INFORMATION IS PROHIBITED

City employees and officials may not use or reveal confidential or non-public information they've gained in the course of or by reason of their City position.

REPRESENTING THIRD PARTIES BEFORE OR AGAINST THE CITY IS PROHIBITED

City employees or elected officials may not **represent*** their outside employer or business (or *any* person other than the City, unless their City job requires it) in any formal or informal matter, proceeding or transaction before *any* City agency or department (not just their own).

***Represent** involves a wide range of activities, including: (1) making personal appearances before City agencies on behalf of others; (2) making telephone, email, text, or face-to-face contact with other City employees and officials on behalf of others; (3) signing or submitting proposals, contracts or other documents to City agencies; and (4) acting as a spokesperson for others, or seeking to communicate and promote the interests of one party to another.

City employees may not represent their outside employer in any judicial or quasi-judicial proceeding before any agency or court, if the City is a party and the employer's interest is adverse to the City, or the matter may result in an adverse effect on City revenue, City finances, or the health, safety, welfare or relative tax burden of any City residents.



USE OF CITY PROPERTY IS PROHIBITED

City personnel **may not use** or permit the use of **City-owned property for an unauthorized purpose**, including their outside, non-City employment. They may not use their City title or City-owned equipment or property for this purpose, like computers, smart phones or photocopy machines, or engage in their outside job while on compensated time or on or in City property.

STATEMENTS OF FINANCIAL INTERESTS

Elected officials, certain appointed officials, and City employees with managerial responsibilities must file Statements of Financial Interests annually with the Board of Ethics. They must disclose information about their outside jobs. Statements filed the past seven (7) years are posted on the Board's website for public inspection. To view them, see: <https://webapps1.chicago.gov/efis/search>



RESTRICTIONS ON GIFTS

City personnel are not prohibited from receiving gifts offered in the regular course of their outside, non-City business or employment, as long as those gifts are offered to others in similar circumstances. Otherwise, gifts to City employees and officials are strictly regulated. For more information, please see this guide: <https://www.chicago.gov/content/dam/city/depts/ethics/general/Publications/Ethics-EE-Off.doc>



CONTRACTING WITH THE CITY

City employees and elected officials who **own** outside businesses (in whole or in part) are subject to these *additional* restrictions:

They may **not have a “financial interest”** (meaning an ownership interest that is worth more than \$1,000 in a calendar year) in their own name, or in the name of another person (such as the company or firm in which they have an ownership interest) **in any City contract, work, sale or business** (except for participation in certain designated housing assistance programs). This includes ownership in companies or firms that are contractors or subcontractors of the City. For more information, please see our guide “[Contracting With the City of Chicago - A Guide for City Employees and Officials.](#)”

https://www.cityofchicago.org/city/en/depts/ethics/auto_generated/edu_publandreports.html

LOANS FROM PERSONS DOING BUSINESS WITH THE CITY

Neither City employees or officials, nor their spouses or domestic partners, nor any entities in which any of them have a “financial interest,” may solicit, apply for or receive a loan from any person doing or seeking to do business with the City, except for market rate loans from financial lending institutions made in the ordinary course of business.

FOR MORE INFORMATION

Please visit our website:
www.chicago.gov/Ethics

For confidential advice, contact:

Chicago Board of Ethics
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Chicago, Illinois 60654

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