



Outside Employment Restrictions

Several provisions of the Governmental Ethics Ordinance (Municipal Code of Chicago, Chapter 2-156) and City's Personnel Rules restrict the conduct of City employees who have or want to have employment or business interests outside of City government, like a second job. The relevant provisions include:

Fiduciary Duty	Section 2-156-020
Money for Advice	Section 2-156-050
City-Owned Property	Section 2-156-060
Conflicts of Interest	Section 2-156-080
Improper Influence	Section 2-156-030
Use of Confidential Information	Section 2-156-070
Representation of Other Persons	Section 2-156-090
Interest in City Business	Section 2-156-110
Prohibited Conduct	Section 2-156-111

Employees:

- cannot use City time or City owned-property.
- cannot use their City title or position.

- cannot use or reveal confidential information gained in the course of or by reason of their position with the City.
- cannot make, participate in the making of, or attempt to influence any City governmental decision with respect to their outside employment, employer or business.
- **absolutely need the prior written approval of their department head or his/her designee.**
- **Any department may impose rules that are stricter than those in the Ordinance, for example, prohibit employees from having outside employment. Know your department's rules.**
- as part of their non-city employment, occupation or profession, cannot give advice or assistance on matters concerning the operation or business of the City, unless it is wholly unrelated to their City duties and responsibilities.
- cannot **represent*** their outside employer or business or any person other than the City in any proceeding or transaction before any City agency.

***Represent** involves many activities. It includes: making personal appearances before City agencies on behalf of others; making telephone contact with City personnel on behalf of others; signing or submitting proposals, contracts or other documents to City agencies; making contact with City personnel on behalf of others; as well as acting as a spokesperson for another or seeking to communicate and promote the interests of one party to another.

- Employees cannot represent their outside employer in a 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.
- Employees cannot have a **financial interest*** in their own name or in the name of any other person in any contract or business transaction with the City.

***Financial interest** means: (1) any interest as a result of which the owner currently receives or is entitled to receive more than \$2,500 per year; or (2) any interest with a cost or present value of \$5,000 or more.

- Employees, their spouses or domestic partners, or any entity in which any of them have a financial interest, may not 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.

The policy governing outside employment by City employees who have or wish to have paid outside employment is outlined in Rule XX of the City of Chicago Personnel Rules.

The policy states that all employees must report any outside employment and have on file an approved “Dual Employment” request form. This form requires the signature of the department head, as well as any bureau and division chiefs. Employees can access the “Dual Employment” form from the City's Intranet at home.cityofchicago.org, and selecting “Human Resources.”

This summary is only an overview intended to help City employees develop a basic understanding of their responsibilities. To the extent this summary differs from the language of City Ordinances and Rules, the language of the Ordinances and Rules controls. For authoritative confidential guidance about specific situations, please call or email the Board of Ethics, at 312-744-9660 or sberlin@cityofchicago.org.

There is no such thing as a stupid question.