

ADOPTED BY THE BOARD OF PUBLIC WORKS ON JUNE 20, 2007

TO ALL EMPLOYEES OF THE DEPARTMENT OF PUBLIC WORKS

**SUBJECT: OUTSIDE EMPLOYMENT, FUTURE EMPLOYMENT AND
CONFLICT OF INTEREST**

The Board of Public Works believes that the primary employment responsibility of Public Works employees is to their department. The Board further expects employees of this department not to engage in outside employment or business activities which:

- Involve such hours of work or physical effort as to reduce the quality or quantity of their job performance;
- Are in conflict with their official duties;
- Involve advisory or consultant services which might conflict with interests of the City;
- Involve any financial interest in any contract, sale, or transaction to which this Department is a party;
- Involve work which is subject to their review, approval, or inspection as an employee of the City; and
- Will cause any other conflict of interest between the City and the employee.

The Board expects employees under its jurisdiction to use discretion in discussing future outside employment with prospective employers. This is emphasized where a conflict of interest might arise.

The Board directs that no employee shall negotiate for future outside employment if he or she is aware that the outside employer is dealing with the City in matters concerning their area of responsibility.

The Board reminds former City employees that they shall not attempt to influence, for compensation, any action of the City on a specific matter in which they personally and substantially participated in during their City service. Further restrictions apply to former City Officials (i.e., those who, while employed by the City).