



Life After the City

Ethics Information for Retirees and Other Employees **Leaving City Service**



1 year post-employment restrictions

For one year after you leave City service, the State Ethics Act* may prohibit you from being paid to represent someone before your former governmental body – usually the City department or agency you worked for. Representation includes appearances, lobbying, and submitting documents with your name on them.

EXAMPLES OF 1 YEAR RESTRICTIONS

GRANT APPLICATIONS

You may not be paid to submit a grant application to your former City agency on behalf of another entity.

CONTRACTS

Your name may not be included on a contract proposal submitted to your former City department.

INDEPENDENT CONTRACTOR

You may not be retained as an independent contractor or subcontractor by your former department.

IDENTIFIED ON DOCUMENTS

You may not be identified in any documents submitted by your new employer to the City of Philadelphia.



2 year post-employment restrictions

For two years after you leave City service, the City Ethics Code prohibits you from becoming financially interested in any actions you took in your City job.

EXAMPLES OF 2 YEAR RESTRICTIONS

GRANT RESTRICTIONS

If your former City job involved you approving a grant from the City to a nonprofit, for two years after you leave the City, you may not work for that same nonprofit and be paid through the grant.

NON-PROFITS

For two years after leaving City service, you may not become an employee of a City-related nonprofit that you helped establish as part of your City work even though that work occurred twenty years ago.

CONTRACT WORK

If, while working for the City, you approved a contract to a vendor, for two years after leaving City service you may not be paid by the vendor to work on that contract.



Permanent restrictions

After you leave City service, the City Ethics Code prohibits you from assisting another person in a transaction involving the City if you participated in that transaction during your City service.

EXAMPLES OF PERMANENT RESTRICTIONS

LOBBYING

You may not lobby City officials about a matter you worked on for the City, nor may you draft testimony or talking points on the matter for another representative of your new employer to present.

CONTRACT NEGOTIATIONS

You may not assist your new employer with contract negotiations between the new employer and the City if you participated in those negotiations before leaving City service. You could, however, assist your new employer with new negotiations between the employer and the City (keeping the One and Two Year Restriction in mind).

**NOTE - The State Ethics Act does not apply to all City employees, only those covered by State Ethics Act. Additionally, the 1 year post-employment restriction may not apply if representing someone as an attorney.*



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Financial Disclosures

Under State and City law, as a City officer or employee, you may be required to file an annual financial disclosure statement. There are three forms – State, City, and Mayor's Form. Whether you need to file one or more depends on your City position and duties. Check with your HR Manager or the Board of Ethics to determine whether you need to file.

3 important notes on Financial Disclosures

1

If required to file, you must file for each year that you work for the City. The State and City forms must also be filed the year after you leave City service.

2

Each year, the deadline to file these financial disclosure statements is **May 1st**.



3

To access the City's online filing system, visit:
<https://financial-disclosure.phila.gov/>.

Questions?

The Board of Ethics is available to answer your questions about the Post-Employment Restrictions and Financial Disclosure Statements! You can reach the Board by:

- phone at 215-686-9450 or
- email at BOEGCstaff@phila.gov or
- by clicking the "Ask for Advice" button on the Board's website at www.phila.gov/ethicsboard.