



**Administrative Regulations  
Office of the Mayor**

**Title:** RESTRICTIONS ON CERTAIN ACTIVITIES WITH FORMER EMPLOYEES

**A.R. Number:** 5.12 **Effective Date:** 2/1/2007 **Page:** 1 of 1

**Supersedes:** Restrictions on Certain Activities with Former Employees **A.R.:** 5.16 **DATED:** 8/25/2006

**I. PURPOSE**

The purpose of this policy is to protect the integrity of the process by which the City conducts business by discouraging employees from attempting to capitalize on the confidential and/or proprietary information they obtain through their employment with the City. The City also desires to keep others from capitalizing on the work-product information obtainable only through the assistance of these employees, in furtherance of the enterprise(s) they have or desire to have with the City.

**II. POLICY**

**Current City Employees-** Current City employees shall not knowingly provide assistance (whether for remuneration or otherwise) of any kind to any former employee of the City in connection with any proceeding, application, case, contract, or other particular matter involving the city or an agency thereof, if that matter is one in which the former employee participated personally and substantially in the matter through decision, approval, or recommendation. Said prohibition shall be in effect for one calendar year from the date the former employee's term with the City ended.

Employees who violate this provision shall be disciplined, up to and including termination.

**Former City Employees-** For one calendar year after his or her term of employment with the City has ended, a former City employee is prohibited from providing personal and substantial assistance for remuneration of any kind to any party, in connection with any proceeding, application, case, contract, or other particular matter involving the city or an agency thereof, if that matter is one in which the former employee participated personally and substantially as a city employee through decision, approval or recommendation.

A violation of this provision by a former employee shall either:

- 1) constitute cause for the City to disqualify the party seeking to do business with the City in the matter in which the former employee was under prohibition ; or
- 2) constitute cause for the City to terminate the contract under which the former employee's violation occurred.

**III. RESPONSIBILITY**

It is the responsibility of each Department/Agency Director to ensure that each employee is aware of, and understands the content and effect of this policy. Particular attention should be given to communicating all aspects of this policy to new and prospective employees.

**IV. REGULATION UPDATE**

The Office of the Mayor and the Department of Human Resources shall be responsible for modifications to this Policy.

**APPROVED:**

A handwritten signature in cursive script, appearing to read "L. Douglas Walker".

**MAYOR**