

NEW YORK CITY CONFLICTS OF INTEREST BOARD

Conflicts of Interest Law for New York City Public Servants (Plain Language Version *)

1. **Misuse of Position.** Public servants may not use their position to personally or financially benefit themselves, their family members, or any person or firm with whom they have a business or financial relationship.
2. **Misuse of City Resources.** Public servants may not use City supplies, letterhead, telephone, e-mail, computer, equipment, resources, or personnel for any non-City purpose, nor may they pursue personal or private activities during times when they are required to work for the City.
3. **Gifts.** Public servants may not accept anything valued at \$50 or more from any person or firm that they know or should know is doing business or seeking to do business with the City.
4. **Gratuities.** Public servants may not accept anything from anyone other than the City for performing their official duties.
5. **Volunteer Activities.** Public servants may be officers or directors of a not-for-profit with business dealings with the City if they do this work on their own time, they are not compensated for such work, the not-for-profit has no dealings with their City agency (unless the agency head has given approval), and the public servant is in no way involved in the not-for-profit's business with the City.
6. **Seeking Other Jobs.** Public servants may not seek or obtain a non-City job with any person or firm with whom they are dealing with in their City job.
7. **Moonlighting.** Public servants may not have a job with any firm that they know or should know does business with the City or that receives a license, permit, grant, or benefit from the City. For certain part-time public servants, such as part-time members of boards and commissions, this prohibition applies only to their employing City agencies.
8. **Owning Businesses.** Public servants may not own any part of a business that they know or should know does business with the City or that receives a license, permit, grant, or benefit from the City, nor may their spouses, or their domestic partners, nor any of their children. For certain part-time public servants, such as part-time members of boards and commissions, this prohibition applies only to their employing City agencies.
9. **Permission to Moonlight or Own a Business.** Public servants may, with the written authorization of the head of their City agency, seek permission from the Board to have a job with a firm that does business with the City or to own some or all of a business that does business with the City.
10. **Confidential Information.** Public servants may not disclose confidential City information or use it for any non-City purpose, even after they leave City service.
11. **Lawyers and Expert Witnesses.** Public servants may not act as a lawyer or expert witness against the City's interests in any lawsuit brought by or against the City. Public servants may not act as a lawyer or expert against the City's interests in any lawsuit brought by or against the City. For certain part-time public servants, such as part-time members of boards and commissions, this prohibition applies only to lawsuits brought by or against their employing City agencies.
12. **Paid Appearances Before the City.** Public servants may not, for compensation, communicate with any City agency or appear in matters involving the City. For certain part-time public servants, such as part-time members of boards and commissions, this prohibition applies only to their City agencies.

13. ***Buying Office or Promotion.*** Public servants may not give or promise to give anything to anyone for being elected or appointed to City service or for receiving a promotion or raise.
14. ***Business with Subordinates.*** Public servants may not enter into any business or financial dealings with another public servant who is their subordinate or supervisor.
15. ***Political Solicitation of Subordinates.*** Public servants may not ask a subordinate to make a political contribution or to do any political activity.
16. ***Coercive Political Activity.*** Public servants may not force or try to force anyone to participate in any political activity nor may they directly or indirectly threaten anyone or promise anything to anyone in order to obtain a political contribution.
17. ***Political Activities by Certain High-Level Officials.*** Deputy mayors, agency heads, deputy or assistant agency heads, chiefs of staff, directors, or members of boards or commissions may not ask anyone to contribute to the political campaign of anyone running for City office or to the political campaign of a City elected official running for any office. These appointed officials, as well as elected officials, may not hold certain political party positions.
18. ***Post-Employment One-Year Ban.*** For one year after leaving City service, former public servants may not communicate with their former City agency on behalf of their new employer or business.
19. ***Post-Employment One-Year Ban for Certain High-Level Officials.*** Elected officials, deputy mayors, the chair of the City Planning Commission, and the heads of the Office of Management and Budget, Law Department, and Departments of Citywide Administrative Services, Finance, and Investigation, for one year after they leave City service, may not communicate with their former branch of City government on behalf of their new employer or business.
20. ***Post-Employment Particular Matter Bar.*** After leaving City service, former public servants may never work on a particular matter they personally and substantially worked on for the City.
21. ***Improper Conduct.*** Public servants may not take any action or have any position or interest, as defined by the Conflicts of Interest Board, that conflicts with their City duties.
22. ***Inducement of Others.*** Public servants may not cause, try to cause, or help another public servant to do anything that would violate the City's conflicts of interest law.

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* This material is intended as a general guide. It is not intended to replace the text of the law (City Charter § 2604). For more information or to obtain answers to specific questions, you may write or call the Board. Also, bear in mind that individual agencies may have additional restrictions on the acceptance of gifts, moonlighting, and other issues. Contact your agency's ethics liaison for more information.