



Leaving Your City Job?

A Guide to the Work Restrictions that Apply After City Employment

To ensure the fair treatment of vendors and those using City services and to protect against misuse of a City position for personal gain, City officials and employees are prohibited from engaging in certain activities once they leave employment with the City of Jacksonville. Below is a summary of two important provisions that impact employment after you stop working for the City:

1. You cannot represent an individual/entity before the City on matters in which you were involved while employed with the City – Section 602.411, Jacksonville Ordinance Code

Former City officials and employees after leaving the City are not allowed to:

- ☐ Act as agent or attorney on a matter in which the officer/employee personally and substantially participated. Personally and substantially participated includes decision, approval/disapproval, recommendation, giving advice, investigation, etc.
- ☐ Appear personally before any part of the City as an agent or attorney on any matter for which the officer/employee had official responsibility.

About this prohibition:

- ☐ The prohibition regarding personal appearance detailed above applies for 1 year following termination of responsibility for the matter.
- ☐ Waiver of the prohibitions in 602.411 may be requested under certain circumstances. Contact the Ethics Office for additional information regarding the waiver, if applicable.

2. You cannot go to work for an individual/entity if you were involved with a City contract for that individual/entity that exceeded \$250,000 – Section 602.412, Jacksonville Ordinance Code

Former City officials and employees after leaving the City are not allowed to be employed by or contract for services with a person or company that had/has a contract with the City when:

- ☐ The contract value exceeds \$250,000; and

- ❑ The officer/ employee had a substantial and decision-making role in the contract. This includes approval of solicitation documents or payments, evaluation of bids/proposals, approving or issuing award recommendations, or negotiating or securing the contract.

About this prohibition:

- ❑ Applies for 2 years following either the date the officer/employee leaves the City (for whatever reason) or the completion/termination of the contract.
- ❑ Does not apply to the following contracts: (1) entered into prior to January 1, 2008; (2) awarded based upon sealed competitive bid; and (3) where the officer/employee is merely a review signatory.
- ❑ Waiver of this prohibition may be requested under certain circumstances. Contact the Ethics Office for additional information regarding the waiver.

Penalties for violating these provisions can include fines, reprimands, the voiding of City contracts and being barred from City vendor status.

If you have any questions or concerns the Ethics Office is here to help. The Ethics Office can be reached on the Ethics Helpline at 904-630-1015 or by email to ethics@coj.net.

