

Post-Membership & Post-Employment



DEFINITIONS

Contract Management Authority Management authority over formulation or execution of a contract, e.g. preparation of specifications, bid evaluation, negotiation of terms, or supervision of performance

POST-MEMBERSHIP & POST-EMPLOYMENT

Post-membership and post-employment restrictions apply to all former CPS officials and employees. They apply regardless of whether departure was voluntary or involuntary.

ONE-YEAR BAN FOR OFFICIALS & EMPLOYEES

For one year after the end of service, a CPS official or employee who participated personally and substantially in a transaction during membership or employment may not assist or represent any other person or entity in the same subject matter of that transaction. This prohibition also covers self-representation and subcontracting. Personal and substantial involvement in the subject matter of a transaction is a case-by-case determination. Please consult with the Ethics Advisor for individual review.

PERMANENT BAN FOR CONTRACT MANAGERS

A CPS official or employee who exercised contract management authority over a Board contract is permanently prohibited from assisting or representing any other party involving that contract. This applies to renewals of existing contracts, but not to new contracts with the same vendor.

JUDICIAL & ADMINISTRATIVE PROCEEDINGS

For one year after departure, a former employee who participated personally and substantially, or acted as a counsel of record, in a proceeding may not represent any party other than the Board in a related proceeding.

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LOCAL SCHOOL COUNCIL (LSC) MEMBERS

A former non-staff LSC member may not be employed at the school where he or she served, or have an economic interest in any contract with that school, for one year following termination of service. Please refer to the Code of Ethics for a complete definition of “economic interest”.

LOBBYING BY MAYORAL APPOINTEES

Mayoral Executive Order No. 20111 restricts CPS employees appointed by the Mayor on or after May 16, 2011 from lobbying to the Board for two years after termination of employment. This Executive Order has not been repealed and is available at https://chicityclerk.s3.amazonaws.com/s3fs-public/document_uploads/executive-order/2011/F2011-112.pdf

FORMER BOARD MEMBERS

CPS may not employ or enter into a contract with any former Board Member, or any organization that pays that former member \$1500 or more per year, for one year after that member has ended Board service.

QUESTIONS & ANSWERS

Q: I manage the Board’s contract with a not-for-profit corporation. The not-for profit just offered me a job. May I accept?

A: If you accept, you may never work on the contract you managed for CPS, and you must wait one year to work on other matters in which you were personally and substantially involved at CPS. Please consult with the Ethics Advisor before accepting.

Q: I recently retired from a position as a school engineer. Since retiring I have started a snowplowing business. May I bid on a snowplowing contract with the Board?

A: This will depend on your duties while at CPS; please consult with the Ethics Advisor.

Q: May our department contract with a technology firm employing a former Board Member?

A: Yes, if the former Board Member is paid less than \$1500 per year by the firm. Otherwise, your department must wait for one year after the end of the member’s service.

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Q: As a principal, may I hire a current community LSC representative as a parent worker?

A: No, not at this time. However, you may hire the community representative one year after he or she ends LSC membership.

Violations of our Code of Ethics may result in disciplinary action up through discharge for employees, removal from office for officials, and debarment for vendors or contractors.

The above Guidelines are meant to explain and supplement, but not replace, the Code provisions regarding post-membership and post-employment.

Please review the complete [CPS Code of Ethics](#).

For specific inquiries, contact Jennifer L. Chan, Ethics Advisor, at ethicsinquiries@cps.edu.