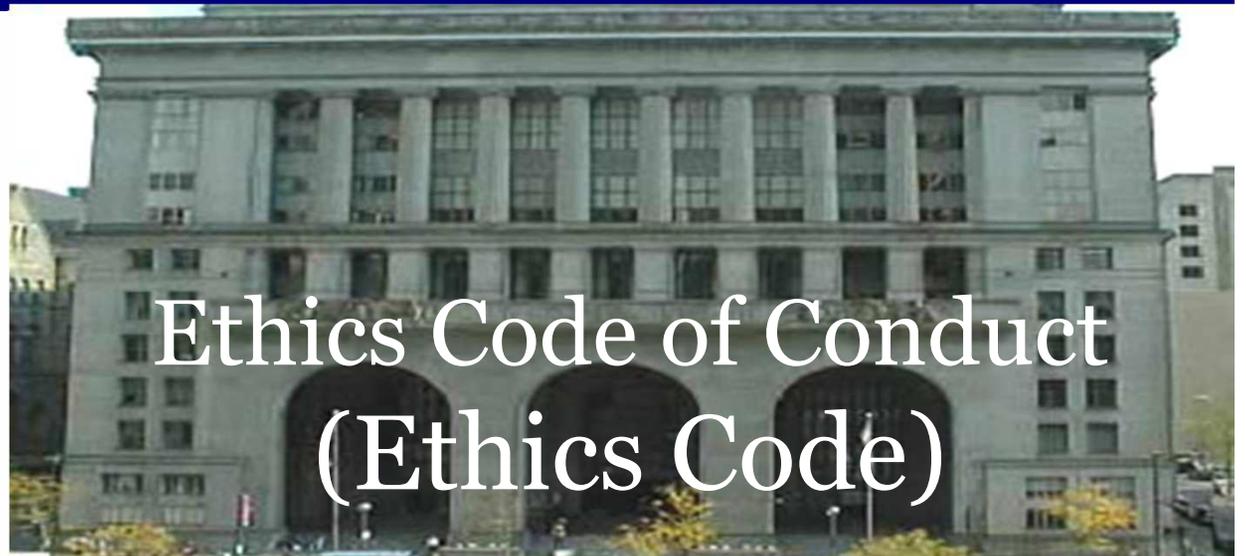




City of Pittsburgh



Ethics Code of Conduct
(Ethics Code)



Welcome!

From the Ethics Hearing Board

The Ethics Hearing Board is a five (5) member group

selected by

the Mayor and City Council to govern and uphold the Ethics Code.





A Message From the Board....

“ We are here to assist and aid in the compliance of the City of Pittsburgh Ethics Code ...”

~The City of Pittsburgh Ethics Hearing Board

City of Pittsburgh

The City of Pittsburgh Ethics Code of Conduct (Ethics Code) is a combination of various governing legislation which uphold the integrity of City operations.

The Ethics Code Is ...

City of Pittsburgh
Ethics Code =

The City of Pittsburgh
Home Rule Charter
(The “Charter”)

+

The Pittsburgh
Code of Ordinances
(The “Code”)

+

PA Public Official &
Employee Ethics Act
(State Ethics Act)

This Combination

that Is the Ethics Code is illustrated in the

City of Pittsburgh Ethics Handbook.



The entire
Ethics Code of Conduct
can be found on the City's website at:

[http://www.pittsburghpa.gov/personnel/
files/policies/10_Ethics_Handbook.pdf](http://www.pittsburghpa.gov/personnel/files/policies/10_Ethics_Handbook.pdf)

*-Or- on the City of Pittsburgh Ethics Hearing Board website at:
<http://www.pittsburghpa.gov/mayor/bac/group?id=28>*

The Ethics Handbook is distributed to all City employees.

**This training deals specifically with the portions of the
Ethics Code concerning
solicitation and acceptance of gifts.**

Additional Ethics Training is available...

*By formal request to a Supervisor who will
then take the request to
The City of Pittsburgh Ethics Board*

Public Service is a Public Trust.....

Preamble

Public service is a public trust. These ethical rules are enacted to preserve the trust placed in the public servants of the City of Pittsburgh, to promote public confidence in government, to protect the integrity of government decision making, and to enhance government efficiency.



City of Pittsburgh

Ethics Review Board 2010

Ethics City Code of Conduct

Gift Provisions

Amended
Spring of 2009

City of Pittsburgh

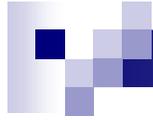
Ethics Review Board 2010

Definitions



Interested Party

- Any person (or someone acting on his/her behalf) who has or seeks a contract grant, employment or other financial relationship with the City
- Anyone involved in a legal proceeding against the City
- Anyone whose interest may be substantially affected by the actions of the public official or city employee in their official duties.



Nominal Value

“**Nominal Value**” means having a value of one hundred dollars (\$100) or less



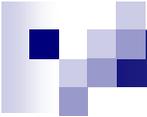
Immediate Family

- Parent
- Spouse, Domestic/Life Partner
- Child
- Brother or Sister



Gift

- A gift is anything of value given, received or promised without comparable payment.



Gifts Include

(not an all inclusive list)

Services

Gratuities

Licenses

Contracts

Permits

Loans

Authorization

Travel

Loan

Entertainment

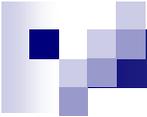
Money

Hospitality



Gifts do NOT include

- Legally reportable political contributions
- Commercial loans made in the ordinary course of business



**Public Officials
and
Public Employees
are Required**

to undergo one (1) hour of training on
the Ethics Code per year

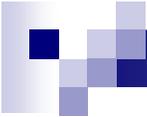


Rule on **Soliciting and Accepting** Gifts

A Public Official, Public Employee, or City Employee shall **NOT SOLICIT or ACCEPT** anything of value from any person or entity that the Public Official, Public Employee, or City Employee knows, or has reason to know, is an **Interested Party**.

Exceptions





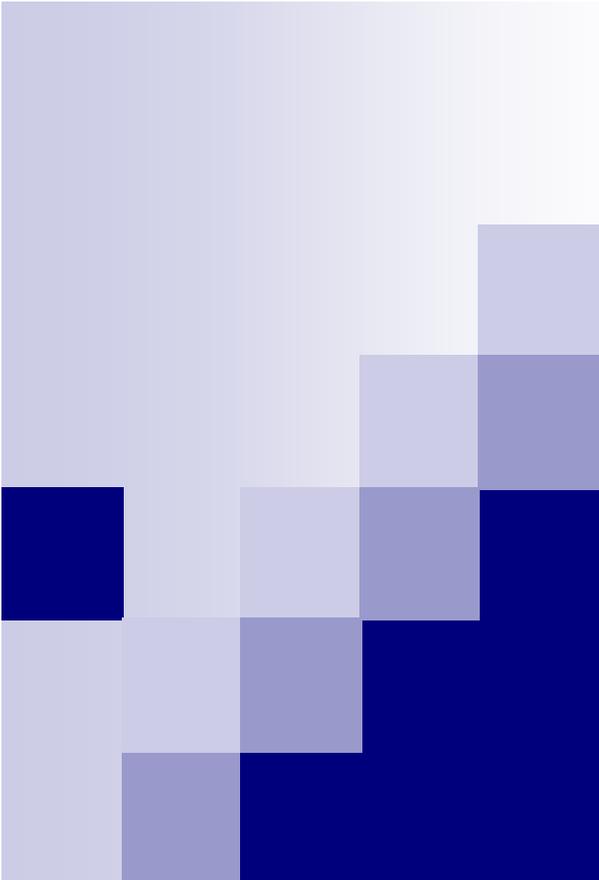
Exceptions for Accepting Gifts

- Gifts from immediate family members
- Complimentary food or refreshment of nominal value (not more than 4 times per year from the same organization or person)
- Admission, attendance, food and refreshment at public event or ceremony when:
 - Tickets offered by a sponsoring organization
 - Attended by the public employee in official capacity
 - Sponsored by non-profit, civic, political, community, sports or charitable organization
 - No more than two tickets per employee
 - No more than four times per year
 - Subject to reporting obligations in subsection (e)
- Attending a public event with an immediate family member who is acting in an official capacity
- Memberships, events, admissions associated with any Boards on which Employee serves in official capacity or as a private citizen.



Exceptions for Accepting Gifts (Continued)

- Non-pecuniary award, publicly presented, in recognition of public service
- Gifts from one City Employee to another in recognition of a special occasion, illness or holiday
- Gifts of nominal value in recognition of special occasions such as birth of a child, marriage or retirement
 - Nonpecuniary gifts of nominal value
 - Reasonable expenses for business related travel and accommodation



Gifts to Family Members



Immediate Family MAY Accept a Gift From An Interested Party Only If:

Gift arises from an independent relationship
between the interested party and the family
member,

AND

There is no reasonable inference that the gift
was intended to influence the city official or
employee in the performance of her/his duties.

Voluntary disclosure of gifts with a value in
excess of \$100 is **highly** recommended.



Electronic Gift Disclosure

- **DISCLOSURE is REQUIRED** for Public Officials and Public Employees when an individual gift or **total gifts** in one **(1)** year, from **one source**, exceed **\$100** in value

(the code now says that more than **four gifts/invitations** from **one source** is NOT Allowed).



Electronic Gift Disclosure (Cont....)

- Gifts from immediate family members are exempted
- Contact City CIS for details



Review of Gifts Valued at \$500 or More

- Approval must be obtained from the Ethics Hearing Board Subcommittee for all gifts valued at \$500 or more, other than those received from immediate family members
- Employees must submit request in writing or email to the Subcommittee (see City website for details)



Review of Gifts Valued at \$500 or More

- Subcommittee will issue written opinion within **21 days unless a quicker response is requested**
- Right of appeal to the entire Board



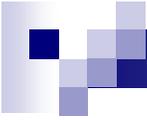
Solicitation of Donations

- A Public Official, Public Employee or City Employee May solicit donations to the City for charitable purposes, such as the Pittsburgh Promise etc....



Solicitation of Donations (Cont....)

- A Public Official, Public Employee or City Employee **May** solicit donations for charitable purposes to a 501(c) or other non-profit organization
- A Public Official, Public Employee or City Employee **May** provide assistance to individuals affected by illness, crime or disaster or who have educational or other charitable needs.



QUESTIONS ?

[http://www.pittsburghpa.gov/mayor/bac/
group?id=28](http://www.pittsburghpa.gov/mayor/bac/group?id=28)

- Contact the Ethics Hearing Board

Or

The City Law Department

(412) 255-2015

- All inquires are kept confidential



Thank You

*Thank you for Your
Participation*

*Please print and sign the Certificate of
Acknowledgement on the following page and keep
for your records*



Certificate Of Acknowledgement



In recognition of your completion of The City of
Pittsburgh's 2012 Online Ethics Presentation.

Sign Here

I hereby acknowledge that I have read and understand the contents of
this training and I am aware of the resources available should I have
any questions concerning The City of Pittsburgh Ethics Code.