



VOLUNTEERING FOR NOT-FOR-PROFIT ORGANIZATIONS

Volunteer work by City employees with not-for-profit organizations, such as charitable or religious groups, ordinarily creates no conflict of interest. (On the other hand, *paid* work with a not-for-profit organization is treated the same as any outside paid work—see “*Receiving Income from Second Jobs, Your Own Business, and Investments,*” above.)

If, however, you are involved with a not-for-profit organization that does business with the City or is interested in doing business with the City, you must be careful. You can still volunteer (on your own time, of course) for the not-for-profit organization, *but*:

- You can’t take part in the organization’s business dealings with the City;
- You can’t be paid for this volunteer work;
- Your volunteer work for the organization has to be done on your own time, not on City time;
- And you can’t use City equipment, resources, or supplies for this work, beyond what’s allowed in the Acceptable Use Policy (*see page 23.*) In some limited instances you may be able to get your agency head’s approval to do volunteer work on City time and/or using City resources, if your agency sees such activities to be in the agency’s interest—check with your agency counsel if you’re interested in exploring this.

The following are several examples of different kinds of volunteering and the restrictions they may or may not carry.

1) You are a staff analyst at the Human Resources Administration. You also voluntarily serve on the Board of Directors of a not-for-profit that receives a grant from the Department of Homeless Services. The not-for-profit has no dealings or contact whatsoever with your own agency.

Extra caution should be taken on your part when you serve on the board of a not-for-profit that receives City funding. Anytime this board talks about **anything** having to do with **any** City agency (funding, programs, a lawsuit against the City, or anything else), you have to **recuse** yourself from participating in any of these discussions. To be on the safe side, you should leave the room. You don’t need to

get permission from anyone to serve on this board, but conversations about City-related matters will come up on this board, and you will have to recuse yourself from all of them. You cannot even receive documents relating to the not-for-profit's City business. You also can't represent the not-for-profit in any of its City-related matters, so when the not-for-profit meets with City officials to discuss the renewal of City grants, or anything else, you can't attend those meetings. If you wanted to partake in the not-for-profit's City-related matters, you'd need permission from the head of your agency **and** a waiver from the COIB.

2) You volunteer for the same not-for-profit, serving on its board, as in number (1) above, but in this scenario, the organization also gets a grant from your agency, the Human Resources Administration.

In this situation, recusal is not enough. For this case, if you want to continue to serve on this organization's board, you will need agency-head permission. Furthermore, if permission is granted, all of the requirements for recusal in the first example above would still be in effect. If you wanted to partake in matters between this organization and your agency, or **any** City agency, you'd need a waiver from the COIB in addition to agency-head permission.

The volunteering rule is less strict if you do not have any policymaking or administrative responsibility at the not-for-profit organization and do not deal with the organization in your City job. In that event, you do not have to get your agency head's approval to do your volunteer work, even if the organization does business with your agency. For example, if you volunteer to read to children for a literacy project that does business with your City agency (and all you do is read to children), you do not need to obtain your agency head's permission because this volunteer work does not involve any policymaking or administrative responsibility. All of the other rules discussed above apply, however.