

March 2023

*Promoting
Integrity in
County
Government*

ETHICALLY SPEAKING

Milwaukee County Ethics Board

Secondary Employment

Thinking of picking up another job? Looking to start a business?

Here's what you need to know...

- **Hours of Work:** County officials and employees may not perform work for their secondary employer while on County time.
- **Separation of Resources:** County officials and employees may not use their County resources in order to perform work for their secondary employer.
- **Privileged Information:** County officials and employees may not use privileged information gained in their County role in a way that could result in financial gain for themselves or others.

The "Test"

When it comes to your secondary employer, ask yourself:

- *Are they a current Milwaukee County vendor?*
- *Could they become a Milwaukee County vendor in the future?*
- *Do I, or would I, in the scope of my County duties participate in the contracting process?*
- *Could it appear that I was offered the secondary job because of my current role with Milwaukee County?*

If you answered yes to any of these questions, you should contact the Ethics Board for guidance.



Who do I reach out to for help?

Do you have questions on whether a potential a secondary employer may create a conflict of interest? To request an advisory opinion, reach out to the Ethics Board:

E: ethics@milwaukeecountywi.gov

P: 414-278-5332

Disclaimer

Any scenarios presented above are general examples and provided for informational purposes only. They are not intended to address specific scenarios. If you have questions concerning a potential conflict of interest or other questions, please contact the Ethics Board. Pursuant to the Ethics Code, your request will remain closed to public inspection unless you request in writing that it be made a public record.

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2023 SEI Drive

Successes we've seen...

Filing a Statement of Economic Interest (“SEI”) is now easier than ever before! The MyCounty Customer Portal helps by:

- Providing a quicker, simpler filing process for filers;
- Creating a digital forum where citizens can easily request SEIs in the name of government transparency; and
- Digitizing and streamlining maintenance and custodianship of the records for the Ethics Board’s office.

With nearly 400 annual filers, this was the largest SEI drive in County history and the office thanks you all for your prompt submissions. Special thanks goes to the Register of Deeds Office for being the first department with multiple filers to complete their submissions!

We thank you filers for the positive feedback you provide and were always happy to hear your input as the office works to fine-tune the process and increase accessibility and convenience for all.

Do I need to file an SEI?

Under Milwaukee County’s Ethics Code (Chapter 9 of the Code of Ordinances), all County officials (elected and appointed) and candidates for County office must file an SEI. But for all other County employees, there’s one question to ask yourself:

Do I have the authority to award or execute contracts related to:

- *Purchase agreements,*
- *Construction of public works, or*
- *The sale or leasing of any real estate?*

If you can answer yes, you may have to file an SEI. Talk to your supervisor or contact the Ethics Board if you have any questions.

Thank you!

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