



DEPARTMENT OF HUMAN RESOURCES

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4246

Section 12: Sections 6-15 through 6-20 of City Code of Ethics

Note: Employees covered by a collective bargaining agreement between the City and a labor union may be covered by a policy that is different from the one below.

§ 6-15. Declaration of policy.

- A. The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government.
- B. Each official or employee of the City of Scranton must be constantly on guard against conflicts of interest. No official or employee should be involved in any activity which might be seen as conflicting with their responsibilities to the City. The people of Scranton have a right to expect that their representatives act with independence and fairness towards all groups and not favor a few individuals or themselves.
- C. The following principles, although not representing substantive rights, are fundamental driving forces for officials and employees of the City of Scranton in everything they do.
 - (1) Public office as a public trust. Public servants should treat their office as a public trust, only using the powers and resources of public office to advance public interests, and not to attain personal benefits or pursue any other private interest incompatible with the public good.
 - (2) Independent, objective judgment. Public servants should employ independent, objective judgment in performing their duties, deciding all matters on the merits, free from avoidable conflicts of interest and both real and apparent improper influences.
 - (3) Accountability and democratic leadership. Public servants should honor and respect the principles and spirit of representative democracy and set a positive example of good citizenship by scrupulously observing the letter and spirit of laws and rules.
 - (4) Respectability and fitness for public office. Public servants should safeguard public confidence in the integrity of government by being honest, fair, caring and respectful and by avoiding conduct creating the appearance of impropriety or which is otherwise unbecoming a public official. In recognition of these aforementioned goals and principles, there is hereby established a Code of Ethics to be administered by the Board of Ethics. The purpose of this Code is to establish ethical standards of conduct for all officials and employees of the City of Scranton, its agencies and authorities, whether elected or appointed, paid or unpaid, by providing guidelines to clarify actions or



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inactions which are incompatible with the best interests of the City and by directing disclosure of private, financial or other interests in matters affecting the City. The provisions and purpose of this Code and such rules, regulations, opinions and disciplinary decisions as may be promulgated by the Board pursuant hereto, and under provisions of Article XI of the Charter, are hereby declared to be in the best interest of the City.

- (5) To the extent and only to the extent this code conflicts with the existing rights of labor or its members by statute or contract, then such statute or contract shall supersede this code.

§ 6-16. Board of Ethics.

A. Composition and structure of Board.

- (1) Composition. The Board established hereunder shall be composed of five residents of the City of Scranton. The members to be appointed shall be appointed as follows: two by the Mayor, two by City Council and one by the Controller. Thereafter, the appointments or reappointments shall be made by the Mayor, City Council or the Controller to their respective appointed positions.
- (2) Terms of service. Members of the Board shall serve for terms of three years, except that members shall continue to serve until their successors are appointed and qualified. The terms of the initial members shall be staggered, with one member serving a term of one year, two members serving for two years, and two members serving for three years. The initial Board's staggered terms shall be determined by lottery.
- (3) Vacancy. An individual appointed to fill a vacancy occurring other than by the expiration of a term of office shall be appointed for the unexpired term of the member they succeeds and is eligible for appointment thereafter according to the terms herein.
- (4) Election of Chairperson and Vice Chairperson. The Board shall elect a Chairperson and a Vice Chairperson annually at a meeting held in January of each year. The Vice Chairperson shall act as Chairperson in the absence of the Chairperson or in the event of a vacancy in that position.
- (5) Quorum. A majority of the members of the Board shall constitute a quorum, and the votes of a majority of the members present are required for any action or recommendation of the Board.
- (6) Staff. The Board shall appoint a Solicitor, a Secretary and such other staff as may be deemed necessary. The Solicitor, Secretary and such other staff as may be necessarily appointed need not be members of the Board.



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- (7) Meetings. The Board shall meet at the call of the Chairperson or at the call of a majority of its members.
 - (8) Investigative officer. The Board shall appoint an investigating officer as set forth herein. The Board shall, from time to time, determine an amount to be paid as reasonable compensation to the investigating officer as payment for such services. The investigative officer shall be a member in good standing of the Lackawanna County Bar and shall have so been for at least five years. The investigative officer need not be a resident of the City of Scranton and shall not be a Board member. The investigating officer is authorized to retain the services of investigators and may only delegate nondiscretionary functions.
- B. Powers and duties. The powers and the duties of the Board of Ethics may be summarized as follows:
- (1) Give advice as to the application of the ethics provisions of the Charter of the City of Scranton and this Code of Ethics.
 - (2) Receive and dispose of complaints of violations of the ethics provisions of the Charter and Code of Ethics, and exercise discretion in declining to pursue an investigation if such a course would be in the best interest of the citizens of the City of Scranton or where the activity complained of amounts to no more than a de minimis violation.
 - (3) Appoint an investigating officer to conduct investigations and to issue findings reports where appropriate.
 - (4) Hold hearings, issue subpoenas and compel the attendance of witnesses, administer oaths, take testimony, require evidence on any matter under investigation before the Board, and issue orders, including but not limited to those related to adjudications and penalties.
 - (5) Conduct educational programs to promote the ethical conduct of public officials, City employees, and individuals and groups doing business with the City.
 - (6) Adopt rules and regulations to administer, implement, enforce and interpret the Code of Ethics.
 - (7) Annually review the statements of financial interest filed pursuant to § 6-18 of the Code.
- C. Prohibitions. Due to their special position, Board members have a higher duty than other public officials to avoid conflicts of interest. Respect for the Code can be maintained only



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if members are models of ethical behavior. The prohibitions in this section are in addition to the duties, responsibilities or obligations imposed upon the Board members as public officials under other provisions of the Code.

- (1) No member may hold or campaign for any other public office.
- (2) No member may hold office in any political party or political organization or political committee.
- (3) No member may hold a position of employment or appointment with any municipal government or any board or commission formed by the City of Scranton.
- (4) No member may actively participate in or contribute to any political campaign in the City of Scranton for a candidate running for or from the office of the Mayor, City Council, Controller and Tax Collector. This does not abridge the right of a member to vote or attend a debate, speech or similar event that is held primarily for the purpose of communicating a candidate's platform or position on issues of public concern.
- (5) No member shall receive compensation, but shall be reimbursed by the City for documented expenses actually incurred.

D. Preservation. Complaints and proceedings pending before the Board at the time this Code is adopted shall be preserved insofar as they are consistent with recent orders of the Court of Common Pleas of Lackawanna County. The Board shall take any and all steps necessary to adjudicate all pending complaints so as to comply with said orders, including the establishment of a committee of Board members not previously involved in the disposition of said complaints to adjudicate and dispose of the same. Said committee shall consist of at least three Board members and shall act with the authority of the Board in adjudicating said complaints and instituting penalties and restitution where applicable.

§ 6-17. Definitions.

For the purposes of this Code, the following terms shall have the following definitions. All other words and phrases shall have their normal meaning unless further defined herein.

ADMINISTRATIVE CODE — The Administrative Code of the City of Scranton.

APPEARANCE OF IMPROPRIETY—The perception that wrongdoing or misconduct may have occurred; when a reasonable person could reasonably believe that improper actions have taken or are taking place.

BOARD — The Board of Ethics of the City of Scranton.



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CANDIDATE—An individual who files nomination papers or petitions for City elected office or who publicly announces his or her candidacy for City elected office.

CANDIDATE CAMPAIGN CONTRIBUTION — Money, gifts, forgiveness of debts, loans or things having a monetary value incurred or received by a candidate or their agent for use in advocating or influencing the election of the candidate.

CANDIDATE POLITICAL COMMITTEE — The one political committee used by a candidate to receive all contributions and make all expenditures.

CHARTER — City of Scranton Home Rule Charter.

CITY — The City of Scranton, Pennsylvania.

CITY ELECTED OFFICE — The offices of Mayor, City Council, Controller, and Tax Collector.

CODE — City of Scranton Code of Ethics.

CONFLICT OF INTEREST — A situation(s) or potential situation(s) in which a public official or employee uses or may use their office or employment for the private gain of themselves; a member of their immediate family; or a business of any type with which they or a member of their immediate family has a material interest.

CONTRACT—An agreement or arrangement for the acquisition, use or disposal by the City or a City agency or instrumentality of consulting or other services or of supplies, materials, equipment, land or other personal or real property. This term shall not mean an agreement or arrangement between the City or City agency or instrumentality as one party and a City Official or City Employee as the other party, concerning their expense, reimbursement, salary, wage, retirement or other benefit, tenure or other matters in consideration of their current public employment with the City or a City agency or instrumentality.

CONTRIBUTION — Money, gifts, forgiveness of debts, loans or things having a monetary value incurred or received by a candidate or their agent for use in advocating or influencing the election or candidacy of the candidate.

COVERED ELECTION — Every primary, general, or special election for City elected office.

ELECTED OFFICIAL — An official elected or appointed to fill a position normally filled by election.

EMPLOYEE — Any individual receiving full-time salary or wages and benefits from the City of Scranton.

GIFT —



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- A. The term "gift," for the purposes of this Code shall mean: any gratuity, benefit, or any other thing of value, which is accepted by, paid for, or given to a City employee or City official, or by another individual or organization on behalf of a City employee or City official, either directly or indirectly, without consideration of equal or greater value.
- B. This definition may include, by way of illustration and without limitation to, the following:
- (1) Preferential rate or terms on a debt, loan, goods, or services, which rate is below the customary rate and is not either a government rate available to all other similarly situated government employees or officials or a rate which is available to similarly situated members of the public by virtue of occupation, affiliation, age, religion, sex, or national origin;
 - (2) Transportation, lodging, or parking;
 - (3) Food or beverage, other than that consumed at a single sitting or event;
 - (4) Membership dues or admissions to cultural or athletic events, which exceed \$250 per calendar year in the aggregate and \$100 per calendar year from any single person, agent or other interested party; and/or
 - (5) Political contributions in excess of those limitations set forth hereinafter or in any other applicable laws or regulations, including but not limited to, the City Codified Ordinances.
- C. The term "gift," for purposes of this Code, shall explicitly exclude:
- (1) Gifts from direct family members;
 - (2) Nonpecuniary awards publicly presented, in recognition of public service;
 - (3) An occasional nonpecuniary gift of nominal value;
 - (4) Complimentary travel for official purposes; and/or
 - (5) Admissions to charitable, civic, political or other public events.
- D. The term "gift," for purposes of this Code, shall explicitly exclude:
- (6) Gifts from direct family members;
 - (7) Nonpecuniary awards publicly presented, in recognition of public service;



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- (8) An occasional nonpecuniary gift of nominal value;
- (9) Complimentary travel for official purposes; and/or
- (10) Admissions to charitable, civic, political or other public events.

IMMEDIATE FAMILY — A parent, spouse, living partner, child, brother, or sister, natural or adopted.

INDIVIDUAL — A person.

MATERIAL INTEREST — Direct or indirect ownership of more than 5% of the total assets or capital stock of any business entity.

NO-BID CONTRACT — A contract (as defined herein), which is not awarded or entered into pursuant to an open and public process, in accordance with Pennsylvania law, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded related thereto. A no-bid contract excludes sole-source procurement, contracts below the bidding threshold, and those contracts arising out of an emergency declaration.

OFFICER — Investigating officer appointed by the Board to oversee the investigative procedures on behalf of the Board. The investigating officer need not be a Board member and may be compensated as any other member of the staff.

OFFICIAL—Any elected or appointed paid or unpaid member of the government of the City of Scranton, including without limitation members of any City boards, authorities, and commissions.

ORGANIZATION — An individual, partnership, corporation, or sole proprietorship, whether for profit or not for profit, or any other form of business organization.

POLITICAL ACTIVITY — Any activity which promotes the candidacy of any individual seeking elective office, or the advocacy of any political party or position, including but not limited to the circulation of election petitions and the sale or distribution of fund-raising items or tickets.

POLITICAL COMMITTEE — Any committee, club, association, political party, or other group of persons, which receives contributions or makes expenditures for the purpose of influencing the outcome of a covered election, including but not limited to: a) political action committees recognized under Section 527 of the Internal Revenue Code, and b) the candidate political committee of a candidate in a covered election.

POST-CANDIDACY CONTRIBUTION — A contribution made to a former candidate or political committee for use in retiring debt that was incurred to influence the outcome of a covered election, or for the purpose of defraying the cost of transition or inauguration of a candidate elected to City elected office.



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PRE-CANDIDACY CONTRIBUTION— A contribution made to a political committee that: a) has been transferred to, or otherwise becomes available for expenditure by, a candidate for City elective office; and b) was made before such candidate became a candidate.

PRIVATE GAIN — Of personal benefit, whether economic, social, or otherwise.

VIOLATION — Any activity that is restricted by the ethics provisions of the Charter and/or the Code.

§ 6-18. Statement of financial interests.

Any official or employee of the City or authorities or boards with decision-making authority, including advisory boards, shall file with the City Clerk a statement of financial interests for the preceding calendar year by May 1 of each year, as defined by the State Code of Ethics. Any individual appointed to such a position after May 1 has 15 working days to file the statement of financial interest. All statements must be made available for public inspection and copying at an amount not to exceed actual costs. All statements must be posted on the City's website.

§ 6-19. Disclosure of confidential information.

- A. City employees and officials often have access to important nonpublic information regarding the property, operations, policies or affairs of the City. Such information may concern, among other things, employees and officials, real estate transactions, expansion of public facilities, or other City projects. Using or furnishing information that would place employees or recipients in an advantageous position over the general public constitutes a violation of public trust. Anyone who is privy to confidential information may not disclose that information to any private citizen and should disclose it to other public employees only if appropriate and in the normal course of their duties as employees or officials of the City of Scranton.
- B. Should an official or employee find themselves in any direct or indirect financial interest with any person or other entity proposing to contract with the City, that individual must fully disclose said interest and refrain from voting upon or otherwise participating in the transaction or the making of such decision, contract or sale. Violation of this section shall render the contract voidable by the decision-making body or upon review and authority of the Board of Ethics.

§ 6-20. Prohibited behaviors.

Every City official and employee is a public servant. Public servants must treat members of the public fairly and equitably. Receipt of money, favors, gifts, gratuities, invitations, food, drink, loans, promises or other benefits (collectively and subsequently referred to in this section as "gifts") offered to a public servant because of that person's position may create the appearance of a conflict of interest, if not an actual conflict of interest. Similarly, solicitation of gifts by a public



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servant in that person's capacity as a public servant, for that person's own benefit, likely establishes a conflict of interest.

Public servants, in performing their duties, must work for the benefit of the community as a whole, giving equal consideration to each member of the public, and doing so without giving special regard because of finances, political affiliations, gender, orientation, creed, or other categorization.

Conflicts of interest betray the trust of the public with its government and violate traditional notions of fair play and substantial justice.

A. Conflicts of interest.

(1) Employees and officials of the City may not bid on or have a material interest in:

- (a) The furnishing of any materials, supplies or services to be used in the work of the City;
- (b) Contracts for the construction of any City facility;
- (c) The sale of any property to the City or the purchase of any property from the City unless said property is offered to the general public at auction or by competitive bid.

(2) Employees and officials of the City may not:

- (a) Use or attempt to use their official position to secure special privileges or exemptions for themselves or others;
- (b) Accept employment or engage in any business or professional activity which might reasonably be expected to require or induce the disclosure of confidential information acquired by the public officer or employee by reason of their official position;
- (c) Disclose to others, or use for personal benefit, any confidential information gained by reason of an official position;
- (d) Accept other employment which might impair the independence or judgment of the public officer or employee in the performance of public duty;
- (e) Receive any compensation for official services to the City from any source other than the City;



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- (f) Transact any business in an official capacity with any other business entity of which the public officer or employee is an officer, director, agent, member, or owns a material interest;
 - (g) Have personal investments in any enterprise which will create a substantial conflict between any private interest and the public interest.
- (3) Outside employment. City officials or employees may accept, have, or hold any employment or contractual relationship with any individual, partnership, association, corporation (for-profit or nonprofit), utility or other organization, whether public or private, but only if the employment or contractual relationship does not constitute a conflict of interest or impair their efficiency.

B. Gifts: solicitation; acceptance.

- (1) Restriction on acceptance/solicitation of gifts by City officials and employees.
- (a) No City official or employee or member of their immediate family shall accept or solicit any gift, gratuity, money, favors, invitations, food, drink, loans, promises, or other benefits (collectively referred to as "gifts") from any person, firm, corporation, or association which to his knowledge is interested, directly or indirectly, in any manner whatsoever, in business dealings with the City, provided that City official or employee has any influence, directly or indirectly, in any manner whatsoever, in the City's participation in those business dealings.
 - (b) No City official or employee or member of their immediate family shall accept or solicit any gift that may in any circumstance appear to be an attempt to influence that official or employee in the discharge of their official duties.
 - (c) City officials and City employees are also subject to those related, applicable ordinances of the City Charter, Codes of the City of Scranton and the Pennsylvania Public Official and Employee Ethics Act (65 Pa.C.S.A. § 1101.1 et seq., as amended), and all related statutes and regulations.
- (2) Exceptions. A City official, employee, or member of their immediate family may accept, but not solicit, the following gifts, notwithstanding that the person giving the gift may be seeking official action from that officer or employee:
- (a) Hospitality provided at a residence when the donor is present;
 - (b) Food, beverages, or entertainment provided at an event for which attendees do not have to purchase a ticket;



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- (c) Food and beverages provided to all participants in the ordinary course of a meeting where the food and beverages are provided at the site of the meeting;
 - (d) Gifts of food (cookies, candy, etc.) received shall be made available for consumption on the premises to the public and employees when such offer may not be reasonably seen as seeking to influence the public servants or to induce more favorable treatment toward the donor;
 - (e) Gifts resulting solely from the officer's or employee's outside employment, or from his or her membership in a bona fide charitable, professional, educational, labor, or trade organization;
 - (f) Rebates or discounts offered to members of the general public or a class of persons;
 - (g) Free admission to an event, including food, beverages, and entertainment, if the officer or employee is a guest speaker;
 - (h) Free admission to political events, including food and beverages, if the officer or employee is permitted to engage in political activity in coordination with candidates, political parties, or partisan political groups;
 - (i) Nominal, de minimis tokens of appreciation given at public appearances;
 - (j) Gifts totaling less than \$50 from a single individual during a single calendar year.
- (3) Return of gifts: reporting.
- (a) In all but de minimis cases, all gifts received must be publicly recorded and submitted to the City Clerk on a form from the City's Board of Ethics specifying: the donor; the address of the donor; the date received; a concise description of the gift; and the value of the gift. A gift having a value in excess of \$50 may not be considered de minimis.
 - (b) The City Clerk shall file the gift disclosure form with the Board of Ethics and have the gift form uploaded onto the City's website.
 - (c) The Ethics Board shall designate two members (hereinafter the Subcommittee) who will evaluate the propriety of gifts valued at \$50 or more, and determine if the gift must be returned to the donor. The Subcommittee shall evaluate the propriety of the gift according to the provisions of Subsection B(1), Restrictions and B(2), Exceptions, above.



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- (d) The Subcommittee shall issue a written opinion to the party that submitted the form within 21 days unless a shorter timeline is agreed upon. The opinion shall include all material facts relied on by the Subcommittee, and articulate a basis for the decision. All opinions shall be posted on the City's website. The officer or employee shall have the right to appeal the decision to the full Ethics Board.
- (4) Political candidates for City offices.
 - (a) The provisions of Subsection B(1), (2), and (3) above shall not apply to any campaign contribution to any candidate for City office, whether or not they are a City official or employee, provided the campaign contribution is legal and appropriately reported according to the Pennsylvania Election Code at 25 P.S. § 2600 et seq., as amended, and all related statutes and regulations, as applicable and Ethics Code § 6-23.3, Campaign contributions and reporting requirements.
 - (b) The provisions of Subsection B(1), (2), and (3) above shall apply in full to any other gift received by any candidate for City office, whether or not they are is a City official or employee.
 - (c) Upon certification of any individual's candidacy for City office, the City Clerk shall provide the candidate with a copy of this article and a brief explanation of its requirements, receipt of which shall be acknowledged by the candidate's signature.
- C. Nepotism. Hiring a relative is a special type of a conflict of interest that should be avoided. No public official or employee shall appoint, hire, advance or advocate the appointing, hiring or advancing of a member of their immediate family or household member to a City position.
- D. Whistleblowing.
 - (1) Employees are expected to expose a violation of the Code of Ethics by any employee or business entity with which the City is doing business if such a violation creates a serious and specific danger to the public's health, safety or welfare.
 - (2) Employees are expected to expose improper use of public office or any other abuse or neglect on the part of a City employee or public official. An employee with knowledge of actions or activities of ethical concern shall report them to the Board of Ethics. The identity of the employee will be confidential information of the Board of Ethics until a full investigation is initiated.
 - (3) Retaliation against an employee who reports any violation, abuse or other improper action is strictly prohibited. Any such action will be a violation of the Code of Ethics and subject to the disciplinary and corrective action as ordered by the Board of Ethics.



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E. Fraudulent or other activity.

- (1) City employees or officials are expected to act ethically in the performance of all duties and responsibilities and avoid any involvement with, or any appearance of, behavior constituting fraud, misappropriation or other inappropriate conduct while carrying out the duties and obligations of their employment or office.
- (2) City employees or officials may not willfully or deliberately act, attempt to act, conspire to act, or solicit with the intent to act, carry out, or participate in any of the following activities:
 - (a) Embezzlement of money or resources for private purposes or use from any City official, City employee, City department, City contractor or subcontractor or third-party agent doing business with the City government;
 - (b) Misappropriation of City funds, supplies, assets or resources;
 - (c) Falsification of any City record, including personnel records;
 - (d) Forgery or alteration of any check, bank draft, bank account, or other financial document;
 - (e) Forgery or alteration of timecard data and/or information;
 - (f) Receipt of a bribe or kickback, or willing participation in a scheme of bribery;
 - (g) Impropriety in the handling or reporting of money or financial transactions;
 - (h) Using insider knowledge of City activities to earn or generate any gift, profit or pecuniary benefit;
 - (i) Accepting, requesting, or seeking any material item or pecuniary benefit from contractors, vendors or parties providing services or materials to the City;
 - (j) Unauthorized destruction, removal or inappropriate use of City property, including data records, furniture, fixtures and equipment;
 - (k) Making false or intentionally misleading written or oral statements or representations in carrying out any official or employment duty or obligation; or



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- (1) Participation in any willful or deliberate act carried out with the intention of obtaining an unearned or unauthorized benefit by way of deception or other unethical means.
 - (3) City employees or officials are to be familiar with the types of fraud and the potential activities and circumstances that may give rise to a fraudulent activity within his or her department, bureau, and area of responsibility.
 - (4) City employees or officials are charged with the duty to be alert for any indication of fraudulent activity, and all City employees or officials have a duty to report immediately any suspected fraudulent activity to the City Board of Ethics.
- F. Use of City property and personnel. City employees or officials may not use any personnel, equipment, supplies, facilities, vehicles, or any other property owned and belonging to the City for their private purposes, use, enjoyment, or benefit. City employees or officials who hold a supervisory position may not use the time, effort and resources of any subordinate City employees or officials for their private purposes, use, enjoyment, or benefit.
- G. Political activities. The appropriate provisions of the Act of the United States Congress, popularly known as the "Hatch Act," shall apply to and regulate the conduct of all employees of the City of Scranton.
- H. Awarding contracts.
- (1) To the extent that it is not inconsistent with federal or state law: i) a City employee, ii) a City official, iii) any immediate family of a City employee or City official; or iv) any for-profit business entity in which the City employee, City official, or any immediate family has a material interest, shall not enter into any contract valued at \$500 or more with the City or any City agency or instrumentality, unless the contract has been awarded through an open and public process, in accordance with Pennsylvania law, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the City official or City employee shall not have any supervisory or overall responsibility for the implementation or administration of the contract. Any contract or subcontract made in violation of this subsection may be subject to further penalties, pursuant to the terms and provisions of the Pennsylvania Public Official and Employee Ethics Act (65 Pa.C.S.A. § 1101.1 et seq.).
 - (2) Prior to entering into or awarding any no-bid contract, the City Employee, Official, agent or instrumentality entering into such no-bid contract on behalf of the City must immediately provide the Board of Ethics with the following information:
 - (a) The name and address of all contracting parties;



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- (b) A draft copy of the contract to be entered into;
- (c) A report in compliance with Section 1641 of the Pennsylvania Election Code (25 P.S. § 3260a), which shall provide the following:
 - [1] An itemized list of all political contributions known to each contracting party by virtue of the knowledge possessed by every officer, director, associate, partner, limited partner, or individual owner that has been made by:
 - [a] Any officer, director, associate, partner, limited partner, individual owner or members of the immediate family of the aforementioned parties when the contributions exceed an aggregate of \$1,000 by any individual during the preceding year; or
 - [b] Any employee or members of his or her immediate family whose political contribution exceeded \$1,000 during the preceding year.
 - (d) Any other information that the Board of Ethics may require.
- (3) In the event that the intended recipient of a City no-bid contract or any officer, director, associate, partner, limited partner, individual owner, member, employee, or immediate family of any of the aforementioned parties has made a donation to a political committee of a City employee, City official, agent or instrumentality, in excess of the contribution limitations set forth in § 6-23.3 herein during any of the preceding two calendar years from the date the draft copy of the proposed contract is submitted to the Board of Ethics, then and in that event the City is prohibited from awarding that no-bid contract to that intended party.
- (4) For purposes of this section, the office that is considered to have ultimate responsibility for the award of the contract shall be as provided for by the established purchasing policies of the City of Scranton.