



## CITY OF PROVIDENCE

### 1.15 SERVICE ON EXTERNAL BOARDS, COMMISSIONS, AND ELECTED/APPOINTED POSITIONS

#### Purpose

This policy establishes guidelines and ensures transparency, accountability, and operational continuity when City of Providence employees serve on external boards, commissions, committees, or are appointed or elected to roles in other municipalities or state agencies.

#### Scope

This policy applies to all employees, interns, fellows, volunteers, and contracted employees of the City of Providence, regardless of union affiliation, who wish to serve or are appointed to work related and non-work-related Boards.

#### Definitions

**External Boards, Commissions, or Committees:** Any organized body not established by or under the authority of the City, including state, regional, nonprofit, or private organizations.

**Official Capacity:** Participation in a role that is formally designated, sponsored, or approved by the City.

**Personal Capacity:** Participation in a role undertaken as a private individual, not on behalf of or representing the City.

**State/Municipal agency:** These terms define bodies that perform governmental functions beyond solely advisory roles.

**State/municipal appointed official:** An individual appointed to a term by constitution, law, charter, ordinance, or governing body—this includes boards, commissions, and other like groups.

**State or municipal elected official:** Any person holding public office via general or special election.

#### Policy

The City supports civic engagement and public service, recognizing that employees may serve on external bodies or hold positions outside of City of Providence government. However, such participation must not interfere with the employee's job duties, create a conflict of interest, or give the appearance of City endorsement without formal authorization.

1. **Reporting Requirement:**

- A. Employees must disclose any current or anticipated service on an external board, commission, or committee, or candidacy for or appointment to an externally elected/appointed role.
- B. Please see the [Additional Employment Disclosure Form](#) and [Additional Employment Disclosure Policy](#) for more information regarding reporting additional employment.

2. **Work Time Conflicts:**

- A. If participation requires attending meetings, hearings, or events during the employee's scheduled City work hours, the employee must submit an [Alternate Work Arrangement Form](#) to the Department of People and Culture (DPC) for review and approval.
- B. The City reserves the right to deny or revoke approval if the external role interferes with City duties or presents a conflict.

3. **Conflicts of Interest:**



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Employees are prohibited from using their City position, resources, or confidential information for the benefit of an external role. The City's Code of Ethics and Conflict of Interest policies apply.

### 4. **Compliance**

- A. Failure to comply with this policy including, but not limited to, non-disclosure of service, failure to obtain required approvals, or engaging in conduct that creates a conflict of interest may result in disciplinary action in accordance with the City's progressive discipline policy, up to and including termination.
- B. In addition, employees found to be in violation may be required to immediately cease participation in the external board, commission, committee, or elected/appointed role if it is determined that such participation conflicts with their responsibilities or compromises the interests of the City.
- C. The Department of People and Culture, in coordination with the employee's department leadership, shall be responsible for investigating potential violations and determining appropriate corrective or disciplinary measures.

### **Related Policies:**

Ethics guide

Additional Employment Disclosure Policy

Prohibited Political Activity in the Workplace

Discipline Policy

Code of Conduct

[Attendance Policy](#)