

- I. Regular full-time employment with the City is primary employment of City employees. An employee shall not engage in any outside employment or business association without first obtaining written approval from his/her Department Head on the official "Outside Employment or Business Activity" form. Failure to comply with the policy may result in disciplinary action.
- II. Approval for outside employment will be limited by any of the following provisions:
  - A. Outside employment shall not interfere with or be in conflict with the proper performance of employee's duties with the City.
  - B. Association with any firm owned or operated by another City employee within the same division.
  - C. Employee shall not be a principle or in a position of influence in a firm doing business with the City.
  - D. Employee shall not have or hold any employment or contractual relationship with any business entity or agency which engages in business or contractual agreement with the City where such employment or contractual relationship interferes with or is in conflict with the proper performance of employee's duties with the City.
  - E. The number of hours worked per week in outside employment shall not normally exceed one-half ( $\frac{1}{2}$ ) of the employee's regularly scheduled workweek with the City. However, management has the prerogative to approve additional or fewer hours in said outside employment dependent upon the work schedule (hours) of outside employment and the nature of the work involved when compared to the employee's job classification.
- III. Prior to receiving Department Head approval, the employee must agree to two additional provisions:
  - A. All injuries received while engaged in outside employment must be reported to the employee's Department Head prior to the employee's next scheduled working day, or sooner, if possible.
  - B. Employee must not use accumulated sick leave or Personal Critical Leave Bank hours earned as an employee of the City for any injury sustained while engaged in outside employment and a Leave Bank may not be established.
- IV. Final approval is subject to the review and approval of the Charter Officer or authorized designee. It is further understood that approval may be cancelled at anytime by the Charter Officer or authorized designee upon ten (10) days written

notice to the employee. The request for outside employment or business activity must be renewed by January 31<sup>st</sup> of each year.

- V. City employees who choose to volunteer with outside organizations are not required to seek supervisor approval before doing so, provided the volunteer activities do not conflict with the following:
  - A. Outside volunteer service shall not interfere with or be in conflict with the proper performance of employee's duties with the City.

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