



CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL

POLICY TITLE	Outside Employment
INITIAL EFFECTIVE DATE	March 28, 2016
LAST REVISION DATE	Replaces <i>Section 13.18</i> of the Personnel, Administration and Financial Policies and Procedures Manual approved on February 24, 2014.
POLICY NUMBER	10.07

OBJECTIVE The purpose of this policy is to establish guidelines for managing employee outside employment.

SCOPE This policy applies to all employees of the City of Watauga.

POLICY

A. Definition

Outside Employment: Any employee of the City who receives wages, compensation, or other consideration of value from another employer, organization, or individual not affiliated directly with the City for services, product(s), or benefits rendered. For purposes of this policy, the definition of outside employment includes those employees who are self-employed.

B. Procedure

1. A City employee may engage in outside employment or hold other jobs, as long as such activity would not bring the City into disrepute, discredit the individual as an employee of the City, interfere with the employee's performance at the City, or result in a conflict of interest or a potential conflict of interest.
2. An employee desiring to engage in outside employment must complete an Outside Employment Request Form and submit the Form to the Department Director. **See *Outside Employment Form.***
3. If the Department Director determines that a conflict of interest exists, the request to engage in outside employment will be denied.
4. If the request for outside employment is approved, the form will be forwarded to Human Resources to be placed in the employee's personnel file.
5. Approval of outside employment may be withdrawn at any time when the employment constitutes a conflict of interest with the City. Approval will be revoked when there is a conflict of interest for the employee. Approval may be revoked when the outside employment interferes with the individual's employment with the City.

C. Absence from Work

An employee may request to use vacation leave, personal leave, or accrued compensatory time (if applicable) to pursue outside employment.

Under no circumstances may an employee on administrative leave, FMLA leave, sick leave, disability leave, workers' compensation leave, or an unpaid leave of absence, engage in outside or self-employment, as defined in this policy, unless expressly authorized in writing by the City Manager.

D. Worker's Compensation Coverage

The City will not provide worker's compensation insurance coverage to any employee for an injury that occurred while the employee was engaged in Outside Employment. This would not automatically prohibit worker's compensation coverage for sworn police officers injured while enforcing local and/or state laws within the City limits.

E. Conflict of Interest

No employee shall engage in any outside employment (including self-employment) that would:

1. Directly or indirectly affect their ability to make unbiased decisions or recommendations in the duties of their job with the City;
2. Create the appearance of favoritism for any person or entity providing goods or services to the City;
3. Compromise their independent judgment regarding recommendations or choice of vendors or services that are provided the City of Watauga; or
4. Violate any federal, state, charter, or ordinance.

F. Expected Conduct

1. Duty to Perform

All outside employment must be conducted so that it does not conflict with the employee's regular duties and performance. Work must not be performed during the employee's regular work hours unless the employee is using City leave and has received prior approval. No city resources, personnel, or equipment may be used in conjunction with outside employment unless approved by the Department Director.

2. Duty to Report

If in the preceding 24 months an employee had any employment relationship or received referral business from a person or entity doing business or seeking to do business with the City and the employee has any recommendation or decision making authority for that service or product, the employee must disclose in writing the nature and extent of the employment or business referral relationship to their immediate supervisor. This notice must be provided before the employee makes any recommendation or decision on the service or product. This information is available for public inspection.



City of Watauga Outside Employment Notification

Instructions: All requests for consideration of Outside Employment must be submitted on this form. Supplemental documents may be attached. Refer to the City of Watauga *Policy 10.07 Outside Employment*.

I, _____ (Employee Name), submit this notification and request for approval of outside employment to the City of Watauga.

Date of Request: _____ **Uniformed Employment:** Yes No

Company name: _____ **Phone:** _____

Company Address: _____

Location of Employment: _____

Time(s) and Dates of work: _____

Job Duties: _____

Is the position in a Safety Sensitive Field, such as Police Officer, Firefighter, Driver, etc.?
 Yes No

I have read and understand the Outside Employment Policy. I also understand that the City will not provide worker's compensation insurance coverage to any employee for an injury that occurred while the employee was engaged in Outside Employment.

Yes No

Employee Signature (See back for multiple signatures)

Date

Acceptance and Approval of notification

Denial of Outside Employment

Department Director

Date

