

Outside Employment Policy

- 1.0 POLICY STATEMENT:** This policy establishes a procedure for employees seeking and working a second job while employed with the City.
- 2.0 PROCEDURES:** No full-time employee of the City shall accept outside employment, whether part-time, temporary or regular, without prior written approval of the department head.
- 2.1 A copy of this approval shall be placed in the employee file. Approval shall not be granted when such outside employment conflicts or interferes, or is likely to conflict or interfere, with employee's city service. Employees may not engage in any private business or activity while on duty. No employee shall engage in or accept private employment or render any service for private interest with his official duties.
- 2.2 No employee shall engage in any other employment, or in any private business, or in the conduct of a profession, during the hours for which he is employed to work for the city, or outside such hours in a manner or to an extent that affects or is deemed likely to affect his usefulness as an employee of the city.
- 2.3 Employees that are on FMLA with the city shall not be employed in secondary employment while on FMLA. The city manager may establish whatever limitations and procedures he deems necessary for regulating outside employment activities of city employees.
- 3.0 RESPONSIBILITY:** The Human Resources Director is responsible for the administration and communication of this policy.

APPROVED:

M. Denis Peterson
City Manager

Original:
Revisions: 03/16/2006

Outside Employment Request Form

Name _____ Date _____

Department _____

Job Title _____

The above named employee of the City of Johnson City requests review and acknowledgement of employment with the following individual, group, association, organization, business, firm, or corporation, in accordance with the City of Johnson City Human Resources Policy HR-120.

NOTE: If you are an independent contractor, list "self" as employer.

Employer _____

Address _____

Nature/Type of Work _____

Person that will be your supervisor with this outside employment _____

Phone # _____ Number of hours per week you will work _____

Specific work schedule/days and hours you will be working:

Date this employment is to begin _____

Date this employment is anticipated to end _____

I understand that this employment outside the City if approved will not interfere with or be a conflict with the services that are provided by the City. I also understand that I will not engage in employment outside the City during my City working hours or while on FMLA for the City (including working for other departments within City) and I will not use any City equipment during this employment outside City activities. I understand and agree to hold the City harmless for all claims associated with this employment outside the City.

I understand that the City of Johnson City is not liable for any injuries that might arise while with this employment outside the City. I further understand that this form is good only for a period of one year from the final approval date. I must re-submit a secondary employment request for review annually.

Employee

Date

Department Head

Date

Director of Human Resources

Date

City Manager

Date