

Section 3 - Outside Employment

- (a) Criteria - Outside employment is any paid employment performed by an employee in addition to his or her employment with the City. The following criteria will apply to outside employment:
- (1) Such employment shall not interfere with the efficient performance of the employee's duties.
 - (2) Such employment shall not involve a conflict of interest.
 - (3) Such employment shall not occur during the employee's regular or assigned working hours.
 - (4) No employee granted permission to engage in outside employment shall work at said outside employment for a longer period of time than stated in his or her request for permission to engage in such employment.
 - (5) Any employee accepting outside employment shall make arrangements with the outside employer to be relieved from his or her outside duties if and when called for emergency service by the City.
 - (6) For employees who are on sick leave, medical leave, FMLA leave or duty disability leave due to their own illness or injury, approval to work outside employment will be suspended for the period of the leave. Employees who have been approved for FMLA intermittent leave will not be allowed to work outside employment on any calendar day when the intermittent leave is taken. A department head may grant an exception to this subsection 3(a)(6), following receipt of a written request by an affected employee, where the employee has demonstrated that the nature of the outside employment is not inconsistent with the reason for the leave, and that application of this subsection would result in an undue hardship to the employee.

- (b) Procedure - Any employee desiring to perform outside employment shall first file a request in writing with her or his department head for permission to engage in outside employment. The request shall state the type of employment and the hours of work, the name of the prospective employer, and the place where the employee is to be employed. The department head may either approve or disapprove the request.

The department head shall maintain records of such outside employment which shall be available for and subject to audit by the Commissioner of Human Resources.