



SECONDARY EMPLOYMENT

OFFICE OF THE MAYOR

POLICY NUMBER:	417.0	ISSUE DATE: 5/9/18	LAST REVIEW: 5/9/18
SCOPE:	All City Employees	PAGES: 3	LAST REVISION: 5/9/18
ATTACHMENTS:	Secondary Employment Form (PF405) Termination of Secondary Employment Form (PF406)		
REFERENCES:	City Charter		
ISSUED BY:	Ashton J. Hayward III, Mayor		
SIGNATURE:			

I. AUTHORITY

Sec. 4.01 (a) (1) of the Charter authorizes the Mayor to appoint all employees and supervise all departments. Sec. 5.02 of the Charter places responsibility for the daily operations of the City upon the City Administrator.

II. PURPOSE

The purpose of this policy is to provide all employees and their supervisors with clear guidance regarding what types of outside employment by City employees is authorized and to set forth the procedures to be followed for employees to secure approval for engaging in secondary or outside employment.

III. POLICY

City employees are permitted to engage in additional non-City employment, referred to as secondary or outside employment, when the following criteria are observed:

1. No secondary employment may be of a character inconsistent or incompatible with or in conflict with the employee's duties with the City.
2. Approved secondary employment must be carried on fully outside of City employment and must not interfere with the performance or efficiency of the employee's City position. Such work must

not be of such a strenuous nature or schedule as to adversely impact or influence the employee's conduct, efficiency, attendance or promptness in fulfilling the employee's City responsibilities.

3. The secondary employment must not place the employee in a position of compromise with regard to the employee's City responsibilities or be of such a nature as to cast doubt upon the employee's fairness or impartiality in his or her duties as a City employee.
4. Under no circumstances may the employee, while engaged in secondary employment, sell any service or merchandise to the City.
5. Prior to engaging in secondary employment, the employee must have secured written approval to do so from the employee's department head/division administrator.

NOTE: If the provisions of an applicable collective bargaining agreement conflict in any manner with this policy, the provisions of the collective bargaining agreement shall prevail to the extent of such conflict.

IV. PROCEDURE

1. Employees seeking approval to engage in secondary employment must fully and completely complete a *Secondary Employment Form (PF405)*, and submit it to the employee's department director/division administrator for review and approval. This form must be completed and submitted for each secondary employment. The form may be used to seek approval for recurring secondary employment.
2. The department director/division administrator must state his or her approval or disapproval in writing on the form and must forward the completed form to Human Resources within two (2) weeks of the time that the secondary employment begins.
3. Termination of secondary employment must be reported to the department director/division administrator on the *Termination of Secondary Employment Form (PF406)*, and the department director/division administrator must forward the form to Human Resources for retention in the employee's personnel file.

V. RESPONSIBILITY

1. Each employee seeking secondary employment is responsible for initiating the process by completing and submitting the *Secondary Employment Form (PF405)*.
2. Each department director/division administrator is responsible for granting or denying approval of secondary employment and forwarding the *Secondary Employment Form (PF405)* to Human Resources.

VI. REVIEW

The Chief Human Resources Officer shall review the Secondary Employment Policy annually and shall submit any proposed policy revisions to the City Administrator on or before May 31 of each year.