**SECTION: EMPLOYEE CONDUCT AND ETHICS**

**POLICY:** Outside Employment **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

The purpose of this outside employment policy is to ensure that employees' external commitments do not conflict with their primary duties, compromise the City’s interests, or create ethical or legal issues.

**DEFINITIONS:**

1. Outside employment: Outside employment encompasses any work, profession, trade, business, or occupation for a person, firm, corporation, or other governmental entity, including self-employment.

This could include working a second job, consulting, freelancing, or owning a business, as long as it is not directly related to the employee's primary job or conflicts with City business.

**APPLICABILITY:**

This policy applies to all employees, including management employees.

**PROCEDURES:**

1. The City prohibits outside employment that impairs the independent judgment, perceived conflict of interest or faithful performance of an employee’s official duties at the City.
2. Failure to disclose outside employment and/or obtain written supervisory approval may result in discharge from employment with the City.
3. City employees may not solicit other City employees on City premises or City time with regard to any approved outside employment that includes selling products or services.
4. City employee participation in any illegal business or activity , will be disciplined, up to and including termination of employment.