



<b>SUBJECT:</b> Outside Employment	<b>EFFECTIVE:</b> July 2003 <b>REVIEWED:</b> May 2011 <b>REVISED:</b> November 2022
<b>CATEGORY:</b> 200 (Personnel) <b>POLICY NUMBER:</b> 200.37	<b>CROSS REFERENCE:</b> Ethics 200.18

**Purpose**

To help ensure compliance of employees with state ethics law and to ensure no employee is engaged in outside employment which constitutes a conflict of interest.

**Scope**

All employees.

**Policy**

Employees may not accept or retain paid outside employment, whether part-time, temporary, or on-going if it conflicts with the City's interest. Outside employment by any employee must be reported to their supervisor to determine if there is a conflict of interest. Outside employment:

- Must be compatible with the employee's hours of city employment;
- Must not detract from the efficiency of the employee's city work;
- Must not conflict with the interest of the city or be a discredit to the city; and
- Must be compatible with all state ethics regulations.

City employees may not serve as a contractor or a sub-contractor on city projects. Extra duty required by the city employment will have preference over outside employment.

A leave of absence will not be granted to accept outside employment.

Under no circumstances may city equipment or resources be used in outside employment.