



Administrative Policy Manual

Policy No: A-7

Date: 12-1-10

Approved: Dan Marting

SUBJECT: OUTSIDE EMPLOYMENT

PURPOSE: To ensure employees applying for or holding positions with other agencies and/or organizations do not create a conflict of interest with the City of Indio.

GENERAL POLICY:

Employees may request approval from his/her department director for outside employment at any time. Copies of his/her request, either denied or approved, shall be kept in the employee's personnel file.

PROVISIONS:

1. Employees who wish to hold a job in addition to his/her job with the City of Indio may do so with the approval of his/her immediate supervisor, department director and City Manager.
2. Outside employment shall be permitted if:
 - a. It does not physically or mentally hamper the employee's ability to perform his/her city duties.
 - b. It does not reflect adversely on the employee or the City of Indio.
 - c. It does not create a conflict of interest with the employee's position with the City of Indio.
 - d. It does not occur during the employee's regular shift with the City of Indio.
 - e. City equipment, facilities, supplies, machines etc. shall not be used in the course of the outside employment.
 - f. The employee does not wear clothing that identifies him/her as a City of Indio employee.
3. To avoid any appearance of impropriety or conflict, management employees shall not perform second employment duties in the City of Indio without specific written approval from his/her department head and the City Manager.

4. The department head reserves the right to prohibit outside employment if it is detrimental to the best interests of the City.
5. The employee's supervisor may revoke an employee's second employment authorization if the supervisor determines that the employment is interfering with employee's ability to perform his/her city duties and responsibilities. Criteria that will be used when considering revocation of second employment include but are not limited to:
 - a. Attendance record.
 - b. Record of accidents involving public or private property damage, or injury to self or others.
 - c. Documented decline in work performance.
6. A form shall be used to request/approve/deny outside employment. Completed forms shall be sent to the Human Resources Office and retained in the employee personnel file.

Attachment: Request for Outside Employment Form



REQUEST FOR OUTSIDE EMPLOYMENT FORM

This form must be completed by employees who plan to or are working second jobs. The immediate supervisor, department director, and City Manager shall approve second employment so long as the second job does not interfere and is not inconsistent with City of Indio responsibilities, and does not constitute a conflict of interest. This form will be retained in the employee's personnel file in the Human Resources Office.

Name: _____

Title: _____ Department _____

SECOND EMPLOYMENT

General Employment _____ Self-Employment _____ Contract Employment _____

Employer/Business: _____

Position/Title: _____

Description of Duties: _____

Days of Week and Hours worked: _____

Employee Signature

Date

Supervisor Signature

Date

Approve _____ Deny _____

Department Director Signature

Date

Approve _____ Deny _____

City Manager Signature

Date