

Sample Policy - Outside Employment Policies:

Sample 1:

Section _____ GENERAL

Employees are permitted to engage in outside employment subject to the following restrictions:

- A. Any outside employment is secondary to City employment and shall not interfere with proper performance of City employment. Employees should report to work on time, refreshed and ready to work;
- B. No employee shall accept pay or other compensation from anyone for work done during time for which he or she is reimbursed by the City;
- C. Employees are prohibited from working for any contractor or company that has a contract with the City, during the period of contracted services for the City;
- D. No employee shall accept other employment that requires the use of City equipment, facilities, or materials.

Questionable situations or concerns should be addressed with the city council.

Sample 2:

Outside Employment

Full time employees may not engage in any outside employment or business which could hinder or impair their performance of their public duties, embarrass the City Government, be incompatible with their City employment or conflict with the efficiency on the job.

Outside work will be regarded as secondary to regular City employment and must not interfere with the employee's availability for emergency or call-in duty. There will be no workman's compensation to anyone injured while doing outside employment.

No employee may accept pay or compensation from anyone for time worked while being paid by the City.

Employees are prohibited from working for any contractor or company that has a contract with the City during the period of construction work for the City.