

	City of Albany Human Resources Policy Policy #: HR-ER-07-001 Title: Outside Employment	Employee Relations
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Purpose This policy is meant to outline an employee’s responsibility when engaging in outside employment.

Policy Outside employment by City employees is permissible if it does not adversely impact the employee's City work, is in accordance with the City’s Code of Ethics and if it does not create a conflict of interest with the employee's City job. The City may implement more restrictive rules on outside employment. The rules on outside employment apply to both paid and unpaid activities; refer to specific collective bargaining agreements for represented employees.

Outside employment shall not:

1. Involve use of City time, facilities, equipment and supplies, or the influence of the employee’s position with the City; or
2. Involve receipt of money or other consideration for duties performed as a City employee; or
3. Involve competing with the City in providing a service or product; or
4. Involve such time demands as would render performance of the employee’s duties less efficient or take precedence over extra duty required by City employment.

Employee Responsibility and City Procedures

1. It is the employee’s responsibility to bring to the attention of their immediate supervisor that s/he will be taking outside employment.
2. The supervisor must notify the Department Director immediately upon notification of the outside employment to ensure the Department Director has enough time to review whether the outside position will violate this policy.
3. The Department Director with the approval of the Human Resources Director may restrict outside employment whenever such employment violates or may violate this policy. When restricting such employment, the Department Director must notify the employee in writing of the reason for the restriction.

If a member of management becomes aware that a staff member currently holds a position outside of the City and the management staff in the department had not been previously notified, the City shall follow the same procedures outlined above. If the employee attempted to deceive the City, disciplinary action may be taken against the employee.

Accepting Outside Employment

No employee holding a budgeted position in the City shall be granted a leave of absence for the purpose of engaging in outside employment.

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Definitions **Outside Employment-** Any work for another employer or one's self for which pay is received whether by salary, wages, commission, or by sale and for which work is carried on in addition to regular City employment regardless of the number of hours worked.

References N/A

Review and Authorization

Supersedes: ERP No. 3.4; 2/1/1992	Created/Amended by/date: MBAH; 8/27/2004	Effective Date: 11/1/2004
HR Director:		City Manager:

1. Form or worksheet revision related to this document? No Yes

If yes, attach a copy of the revised form or worksheet.

2. Training required? No Yes