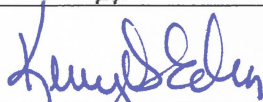




## Administrative Policy

Title: Outside Employment for City Employees				
Administered By: Administrative Services (Human Resources)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
01400.007	02-05-08 (N/A)	01-03-17		

This Policy had been numbered Policy 200.06. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 200.06  
Issued: 02-05-08  
Revised: N/A



## OUTSIDE EMPLOYMENT FOR CITY EMPLOYEES 200.06

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### **POLICY:**

No full-time, regular employee shall be allowed to hold outside employment unless the approval for such outside employment has been recommended in advance by the employee's Department Head and approved by the City Manager.

### **POLICY AMPLIFICATION:**

Approved outside employment shall satisfy each of the following criteria:

1. The outside employment shall neither interfere with the functions of the employee's City job nor impair the employee's physical and mental capacities required to perform the City job. Employee's job performance can not be impacted by outside employment.
2. An employee may not engage in any outside employment, activity, or enterprise which is clearly inconsistent, incompatible, or in conflict with his or her duties as a City employee. For example, a Police Officer may not accept outside employment as a security guard.
3. The outside employment must not create a conflict of interest. For example, an employee may not accept outside work with any firm that does business with the City. This may be true even if the employee's outside employment does not involve City projects. That is, the mere *appearance* of a conflict of interest or impropriety may be sufficient in and of itself to result in the denial of an employee's request for outside employment. Moreover, the City Manager's decision in such matters shall be final.
4. The outside employment must not involve more than twenty (20) hours per week.
5. An employee must be available to the City for emergency work, stand-by, call out or necessary overtime at all times. Outside employment will not be approved if it precludes this availability.
6. The City of Corona shall not be subject to claims or held liable for any damages or injuries incurred by an employee's outside employment or travel to or from employee's outside employment.

7. Outside employment activities must be conducted on personal time and outside the employee's normal working hours.
8. Under no circumstances will an employee be granted Leave Without Pay in order to engage in outside employment.
9. In no cases, may an employee use City resources such as office space, vehicles, computers, copiers, printers, fax machines, office supplies, mail, or telephones for outside employment activities. It should be noted that doing so would also be a violation of California Penal Code § 424 and California Government Code § 8314.
10. The approval for an employee's outside employment may be revoked at any time by the City Manager.

### **PROCEDURE:**

The following outlines the appropriate steps to be taken whenever a full-time, regular City employee is seeking authorization for outside employment:

1. The employee shall submit the attached Request for Approval of Outside Employment form to his / her Department Head. This form must be submitted prior to beginning the outside work.
2. The Request for Approval of Outside Employment form must be filled out completely, including detailed information about the nature of the work performed, the employer, and the time commitment involved.
3. The Request for Approval of Outside Employment form must include the signature of the employee's Department Head.
4. The Department Head shall review and recommend the request and then forward it the Human Resources Director, who will review it and present it to the City Manager.
5. In all cases, the City Manager's decision regarding the appropriateness of outside employment shall be final.
6. Employees are required to submit an approval form for each outside employer.
7. If the job duties associated with an employee's approved outside employment change, a new form must be submitted.
8. The Human Resources Department shall maintain a database of all outside employment requests, including the status of each request.

**FAILURE TO FOLLOW POLICY:**

If the City becomes aware that an employee has been engaging in outside employment without approval, that employee shall have thirty (30) days to discontinue the outside employment.

Failure to comply with this policy shall result in disciplinary action in accordance with the City's Administrative Policy 2.04.290, Employee Conduct and Discipline.



## CITY OF CORONA

# REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT

Name of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

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Name of Off-Duty Employer: \_\_\_\_\_

Address of Off-Duty Employer: \_\_\_\_\_

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Phone Number of Off-Duty Employer: \_\_\_\_\_

Number of Hours per Week: \_\_\_\_\_ Duration of Employment: \_\_\_\_\_

Please Describe the Nature of Job Duties to be Performed (be specific):

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***Pursuant to City Administrative Policy 200.06, I request permission to work for the above named employer during my off-duty or leave time. In requesting this permission, I certify that I have read the City's Outside Employment Policy and agree to abide its requirements.***

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Departments Head's Recommendation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager Signature

\_\_\_\_\_  
Date