

STANDARD PROCEDURE

CITY OF WILSON

PERSONNEL MANUAL

SUBJECT	NUMBER	EFFECTIVE DATE	SUPERSEDES
Outside Employment	E - 1	December 1, 2011	

Prepared By: Human Resources & Risk Services

Approved By:  Agnes M. Speight, Assistant City Manager

1.0 Purpose

This policy is to ensure that the work of the City takes priority over other employment interests of employees.

2.0 Policy

Employees interested in outside employment must obtain the approval of the department head before such work begins.

3.0 Scope

All full-time and permanent part-time employees are covered by this policy.

4.0 Definitions

Outside Employment – Self-employment or any employment for salaries, wages, tips and/or commission other than the employee’s primary position with the City of Wilson.

5.0 Procedures

5.1 An employee who is interested in obtaining outside employment must request approval from their department head by submitting an “Application for Approval of Outside Employment” form.

5.2 An employee shall not use City working hours to promote or conduct work associated with outside employment.

5.3 An employee shall not engage in outside employment which creates a conflict of interest or is otherwise incompatible with City service.

5.4 An employee shall not use equipment, supplies and/or office space owned by the City, except public safety personnel, when participating in approved outside employment.

5.5 A City department with outside employment restrictions that are different than those described here shall inform perspective new employees prior to the first day of work.

5.6 Copies of approved applications for Outside Employment Form shall be kept in the departmental file, in the Human Resources & Risk Services personnel file with a copy given to the employee.

5.7 Any denial of outside employment shall automatically be appealed to the City Manager or his designee on the employee’s behalf. The City Manager’s (or his designee) determination shall be final.

5.8 Failure to report or to terminate conflicting outside employment may subject the employee to disciplinary action, up to and including termination.

5.9 In accordance with the Transitional Duty Policy (E-6), an employee may not participate in secondary employment, including self-employment or second jobs, requiring physical abilities more demanding than the employee’s transitional employment or that include responsibilities exceeding the restrictions imposed on his/her city employment.

5.10 An employee may request that they be permitted to use either accumulated sick leave, annual leave or leave without pay for an injury sustained while engaged in outside employment; however, the City will not provide coverage under its Worker’ Compensation Program for illness or injury sustained during outside employment.