

**City of Reedley**  
**OUTSIDE EMPLOYMENT FORM**

*Pursuant to Section 7.006 of the City's Personnel Policies & Procedures, this form must be filed by all regular employees desiring to engage in outside employment, prior to engaging in outside employment, and annually by January 10 of each year to continue such outside employment.*

**Employee Name:** \_\_\_\_\_ **Classification Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Division:** \_\_\_\_\_

<b><i>Prospective Employer Information</i></b>	
<b>Employer Name:</b>	
<b>Address:</b>	<b>City:</b>
<b>Phone Number:</b>	
<b>Duties to be performed:</b>	
<b>Period of Employment:</b>	
<b>Employee Signature:</b>	<b>Date:</b>



<b><i>Department Head Review</i></b>	
<b>Comments:</b>	
<b>Approved:</b>	yes <input type="radio"/> no <input type="radio"/>
<b>Reason for Non-Approval:</b>	
<b>Department Head Signature:</b>	<b>Date:</b>



<b><i>City Manager Review</i></b>	
<b>Comments:</b>	
<b>Approved:</b>	yes <input type="radio"/> no <input type="radio"/>
<b>Reason for Non-Approval</b>	
<b>City Manager Signature:</b>	<b>Date:</b>

Once processed, copy of this form sent to employee, department head, and Human Resources. The original will be filed in the Employee Personnel File

## **7.006 Outside/Secondary Employment.**

- A. *Purpose and Scope.* In order to ensure actual or perceived conflicts of interest for City employees engaging in outside or secondary employment are avoided, all employees shall obtain written approval from the City Manager prior to engaging in any outside employment. Approval of outside employment shall be at the discretion of the City Manager and in accordance with the provisions of this policy.
- B. *Obtaining Approval.* No full time employee of the City may engage in any outside employment without first obtaining prior written approval from the City Manager. Failure to obtain prior written approval for outside employment or engaging in any outside employment prohibited by this policy may lead to disciplinary action.

In order to obtain approval for outside employment, the employee shall prepare a written, outside employment request stating the reasons for such request. These reasons shall then be submitted to the employee's immediate supervisor. The request will then be forwarded to the City Manager for consideration.

If approved, the employee will be provided with a copy of the approved request. Unless otherwise indicated in writing on the approved request, it will be valid through the end of the calendar year in which the request is approved. An employee seeking to renew a request shall submit a new written request for outside employment in a timely manner.

Any employee seeking approval of outside employment whose request has been denied, shall be provided with a reason for the denial of the request at the time of the denial. (Penal Code § 70(e) (3)).

- C. *Appeal of Denial of Outside Employment.* If an employee's written request for outside employment is denied or withdrawn by the City, the employee may file a written Notice of Appeal to the City Manager within ten (10) days of the date of denial. The City Manager will make final determination of all appeals brought before him/her and communicate his/her decision to the employee within seven (7) days, unless agreed otherwise.
- D. *Revocation/Suspension of Approved Outside Employment Request.* Any outside employment requests may be revoked or suspended under the following circumstances:
  - 1. Should an employee's performance decline to a point where it is evaluated by a supervisor as "needing improvement" to reach an overall level of competency, the City Manager may, at his or her discretion, revoke any previously approved outside employment requests. That revocation will stand until the employee's performance has been reestablished at a "satisfactory" level or better, as determined by his/her supervisor.
  - 2. Suspension or revocation of a previously approved outside employment request may be included as a term or condition of sustained discipline.
  - 3. If, at any time during the term of an approved outside employment request, an employee's conduct or outside employment conflicts with the provisions of City policy, the approved request may be suspended or revoked.

4. When an employee is unable to perform at a "full duty" capacity due to an injury or other condition, any previously approved outside employment request may be rescinded until the employee has returned to a full duty status.
- E. *Prohibited Outside Employment.* Consistent with the provisions of Government Code § 1126, the City expressly reserves the right to deny any outside employment request submitted by an employee seeking to engage in any activity which:
1. Involves the employee's use of City time, facilities, equipment or supplies, prestige or influence for private gain or advantage.
  2. Involves the employee's receipt or acceptance of any money or other consideration from anyone other than this City for the performance of an act which the employee, if not performing such act, would be required or expected to render in the regular course or hours of employment or as a part of the employee's duties as an employee of the City.
  3. Involves the performance of an act, in other than the employee's capacity, as an employee of the City that may later be subject, directly or indirectly, to the control, inspection, review, audit or enforcement of any other City employee.
  4. Involves time demands which would render an employee's performance less efficient for the City.
- F. *City Resources.* Employees are prohibited from using any City equipment or resources in the course of or for the benefit of any outside employment. This shall include the prohibition of access to official records or databases of the City or other agencies through the use of the employee's position with the City.
- G. *Changes in Outside Employment Status.* If an employee terminates his or her outside employment during the period of an approved valid request, the employee shall promptly submit written notification of such termination to the City Manager. A subsequent request for renewal or continued outside employment must, thereafter, be processed and approved through regular procedures set forth in this policy. Employees shall also promptly submit any material changes in outside employment, including any change in the number of hours, type of duties, or demands of any approved outside employment, in writing to the City Manager. Employees who are uncertain of whether a change in outside employment is material are advised to report the change.