



# ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES Policy No. 604: OUTSIDE EMPLOYMENT

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## A. General Provisions

1. Employees may engage in outside employment as long as such activity does not interfere with the proper performance of their City job. Outside employment is prohibited when:
  - a. It causes absence or tardiness;
  - b. It has caused the quality of the employee's work to deteriorate;
  - c. It has an adverse affect on the public's confidence in the City government;
  - d. It could result in a conflict of interest;
  - e. It results in a violation of Policy No. 611: Code of Ethics or any other federal, state or City law, regulation or ordinance;
  - f. It in any way results in a disadvantage to the City.
  - g. City resources are prohibited from being used for generating any additional income for employees.
  
2. Individual departments may adopt rules that require employees to report all outside employment to the Department Director, and where appropriate, they may implement more stringent policies governing outside employment.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

11/29/2022  
Date

Mark Schwieterman  
Mark Schwieterman  
City Manager

Issued:

11.30.22  
Date

Jenny Smith  
Jenny Smith  
Human Resource Director