

CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES

PROCEDURE(S): OUTSIDE EMPLOYMENT

EFFECTIVE DATE: MAY 20, 2019 REVISION DATE(S): <u>JUNE 30, 2020</u>

OUTSIDE EMPLOYMENT		Formatted: Underline, Font color: Auto
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The purpose of this provision is to prevent conflicts of interest, conflicts of loyalty, and loss of		
efficiency at work. This provision does not prevent city employees from accepting other		Formatted: Font:
employment or following any pursuit which in no way interferes with the full and faithful		
discharge of their public duties, provided that the employee complies with all applicable Ceity		
requirements. The purpose of this provision is to prevent conflicts of interest, conflicts of loyalty,		
and loss of efficiency at work.		
1. City employees shall not accept any employment nor enter into any contract that results in a		
conflict of interest with their duties as a public servant of the city.		
 Employees may be self-employed or take occasional or part-time jobs if, in the opinion of the 	_	Formatted: Font:
City Manager, there is no conflict with working hours, employees' efficiency in their city work,		
or other interests of the city.		
3. <u>City employment shall remain the first priority and if at any time the outside employment</u>		Formatted: Font:
interferes with employees' job requirements or performance for the city, employees shall be		
required to modify the conditions of the outside employment or terminate either the off-duty		
employment or their city employment.		
4. Before engaging in off-duty employment, employees must have the written approval of their		Formatted: Font:
department head. The department head shall seek initial approval from the City Manager		
before authorizing the outside employment. All notifications of outside employment shall state the type and place of employment, the hours of work and be placed in the employee's		Formatted: Font:
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Outside Employment		

Ordinance 97-6 [Ethics Ordinance] Sec. 2 5. Additional standards of conduct—City employees.

(a) Outside employment.

(1) Policy. This provision does not prevent city employees from accepting other employment or following any pursuit which in no way interferes with the full and faithful discharge of their public duties, provided that the employee complies with all applicable city requirements.

- (2) Purpose. The purpose of this provision is to prevent conflicts of interest, conflicts of loyalty, and loss of efficiency at work.
- (3) General rule. City employees shall not accept any employment nor enter into any contract that results in a conflict of interest with their duties as a public servant of the city. Employees may be self employed or take occasional or part time jobs if, in the opinion of the city manager, there is no conflict with working hours, employees' efficiency in their city work, or other interests of the city. City employment shall remain the first priority and if at any time the outside employment interferes with employees' job requirements or performance for the city, employees shall be required to modify the conditions of the outside employment or terminate either the off duty employment or their city employment.
- (4) Disclosure. Before engaging in off-duty employment, employees must have the written approval of their department head. The department head shall seek initial approval from the city manager before authorizing the outside employment. All notifications of outside employment shall state the type and place of employment, the hours of work and be placed in the employee's personnel file.



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	_APPENDIX D
OUTSIDE EMPLOYMENT REQUEST	-

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OUTSIDE EMPLOYMENT REQUEST FORM

Employee's Name:	me:	

Department/Division:

Section 2-5 of the The City of New Braunfels <u>'Ethics Ordinance</u> allows City employees to accept other employment, provided that the employment does not result in a conflict of interest with the employee's duties as a public servant of the City, or interfere with the employee's ability to perform their work for the City in an efficient manner. Section 2-5 [4] of the Ethics Ordinance requires disclosureDisclosure of outside employment is required. To that end, list the name, address, and phone number for each outside employer whom you work for pay, or for which payment in goods or services is received. Describe the nature of the work which you perform for each employer. In addition, list any anticipated future employment activity in which you expect to participate during the current calendar__year.

Date:

**NOTE: Please list any previous outside employment that is still currently active.

Name, Address and Phone Number	Hours To Be	Number of Days	Description of
of Employer	Worked in a Day	Per Week	Work To Be
			Performed
			l

This document certifies that all outside employment in which I am currently engaged, or in which I am planning to engage, is not in conflict with my City job, does not represent a conflict of interest, or otherwise conflict with the City's <u>Ethics OrdinanceOutside</u> <u>Employment Policy</u>, and does not prevent me from performing an efficient full-day's work for the City. I understand that I will be in violation of City policy if I participate in outside employment during hours that I am scheduled to work for the City. I further acknowledge that I may not engage in outside employment while I am on leave [Workers' Compensation], or injury leave.

<u> </u>		+		
Employee's Signature		Date		\Box
I recommend this request to engage in off-duty, employment	\square	Appr <u>oved</u>	Denied	
be:		oved		

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If approved, sign and forward to CMO for final approval. If denied, notify employee, sign and forward to HR for filing in personnel file,

Department Director's Signature Date	Fo
	Fo
Department Director Comments:	Fo
This request to engage in off-duty employment is: Approved Denied	Fo
Return completed form to Human Resources for employee notification and filing in personnel file.	Fo
·	Fo
City Manager's or Authorized Representative's Signature Date	Fo
	Fo
	Fo
Date Received in Human Resources: Date Employee Notified:	Fo

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