



CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES

PROCEDURE(S): OUTSIDE EMPLOYMENT

EFFECTIVE DATE: MAY 20, 2019

REVISION DATE(S): JUNE 30, 2020

OUTSIDE EMPLOYMENT

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 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. 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.
2. 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.
3. 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. 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.

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.~~

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- ~~(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.~~

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 _____

Department Director Comments:

This request to engage in off-duty employment is: ☐ **Approved** ☐ **Denied**

Return completed form to Human Resources for employee notification and filing in personnel file.

City Manager's or Authorized Representative's Signature _____

Date _____

Date Received in Human Resources: _____ Date Employee Notified: _____

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