OUTSIDE EMPLOYMENT

1. **Purpose**

To regulate outside employment and business activities of full-time City employees, to ensure that they will not interfere with employees' ability to perform their work for the City.

2. **Policy**

Outside employment or business activities of full-time City employees shall be prohibited unless specific approval is obtained from the City. The City will consider the following elements of policy before approval shall be given to any employee applying for permission to engage in outside employment or business activities:

A. Impairment of Efficiency. Outside employment or business activities must not interfere with the employee's efficiency in the performance of his or her City job. Consideration will be given to the number of hours worked, location, nature of duties, etc.

B. Workers' Compensation and Disability Pension Claims. Consideration will be given to the extent to which said outside employment or business activity increases the City's exposure to workers' compensation, disability pension claims, and/or increased absenteeism.

C. Conflict of Interest. No outside employment or business activity shall be approved which places the employee in a position of conflict or potential conflict with respect to his/her performance as a full-time City employee.

D. Public Relations. No outside employment or business activity shall be approved which would in any way reflect an unfavorable public image upon the City government.

E. Public Safety. Outside employment and business activities which in any way interfere with the employee's ability to respond efficiently to public safety emergencies shall not be approved.

3. **Procedures**

An Advisory Board consisting of the Fire Chief, the Police Chief, City Engineer/Public Works Director and the Human Resources Director has been established to give final approval or rejection of applications for outside employment or business activities.

Employees desiring to perform outside employment or business activities must submit an application in writing (see Appendix "A") to the Advisory Board before permission will be granted. In the event the application should be denied, the reasons for denial shall be furnished to the applicant.

Approvals granted under this regulation shall be reviewed periodically and no less than once per year by appropriate Department Heads to ensure that the employees are still working under the terms of the original approval. Department Heads shall satisfy themselves that their employees have good service records, are prompt in attendance, have not taken excessive sick leave, and are carrying on their regular jobs efficiently in all other respects.

4. **Administration**

Employees violating the terms of this regulation shall be subject to disciplinary action.

This regulation supersedes Administrative Regulation No. 9-1, effective December 1, 1967.

Appendix "A"

APPLICATION FOR OUTSIDE EMPLOYMENT

Applicant's Name: _____

Department: _____ Division: _____

To be submitted to the Outside Employer for signature and returned to the Immediate Supervisor and Department Head for signatures. Please return the original, signed form to Human Resources.

Outside Employer's Name and Address: _____

Type of Business: _____

Hours to be employed (include starting and quitting time): _____

Description of Duties (continue on back of sheet, if necessary): _____

_____

CERTIFICATE

I am aware that the applicant is a regular employee of the City of Port Huron.

_____
(Signature and Title of Outside Employer)

_____ Approved: ____YES ____NO
(Signature of Immediate Supervisor)

_____ Approved: ____YES ____NO
(Signature of Department Head)

ADVISORY BOARD

Approved: ____YES ____NO

_____ _____

_____ _____

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