



General Rules
Policy No. 15
Approved: 12/09/98; 8/5/02

City Manager's approval: _____

THE CITY OF POMONA

ADMINISTRATIVE POLICIES AND PROCEDURES

OUTSIDE EMPLOYMENT POLICY

I. PURPOSE

To set forth guidelines to ensure that employees are not involved in any outside employment or activity that will affect the quality or quantity of their work at the City of Pomona, create a conflict of interest, or create an appearance of impropriety.

II. APPLICABILITY

This Policy applies to all full-time and hourly/part-time City employees.

III. POLICY

A City employee shall not engage in any employment, enterprise, or outside activity which is in conflict with the duties, functions, responsibilities, or the department by which the employee serves, nor shall the employee engage in any compensatory outside activity which will directly, or indirectly, contribute to the lessening of the employee's effectiveness.

The employee's position with the City is of priority consideration in making a determination as to the consistency or inconsistency of outside activities. The Department Director shall consider, among other pertinent factors whether, the activity involves:

- A. The use for private gain or advantage of City time or facilities, equipment and supplies; or the badge, uniform prestige or influence of the City office or employment;
- B. Receipt or acceptance of money or other form of compensation by an employee to perform duties normally performed or excepted to perform as a regular function of the employee's position and for which the employee is already being compensated by the City;
- C. Performance of an act in other than the employee's capacity as a City worker, which act may later be subject directly or indirectly to the control, inspection, review, audit or enforcement by such employee or department by which the employee serves.
- D. Conditions or factors which would probably, directly or indirectly lessen the efficiency of the employee in the employee's regular City employment or condition in which there is a substantial danger of injury or illness to the employee.

OUTSIDE EMPLOYMENT POLICY (Continued):

- E. Solicitation of outside work in the name of the City of Pomona;
- F. Inconsistent, incompatible or in conflict with the duties, functions, or responsibilities of the City position.

IV. PROCEDURE

- A. A "Request for Authorization to Engage in Outside Employment Form" must be completed and submitted to the Department Director through the proper chain of command prior to commencing outside employment.
- B. The Department Director shall notify the City employee in writing of the final decision within five (5) working days after receiving a request for such approval from the City employee, including the justification for disapproval. The form shall require such information as is needed by the Department Director to make a determination pursuant with this section. The Department Director may make any restrictions on outside employment consistent with the operation of the department.
 - 1. A copy of the "Request for Authorization to Engage in Outside Employment Form" shall be forwarded to the Human Resources Department to be filed in the employee's personnel file.
- C. An employee who is denied an opportunity for outside employment may file a request for review in writing within five (5) working days to the Human Resources Director/Risk Management Director or designee.
 - 1. Upon notification of the request for review, the Human Resources/Risk Management Director or designee shall meet with the employee, the employee's supervisor and/or Department Director as necessary or review of the documentation.
 - 2. The Human Resources/Risk Management Director or designee shall make the final determination to approve or disapprove the request for outside employment within five (5) working days.
- D. Outside employment shall cease when, in the opinion of the Department Director, the outside work is interfering with performance of the employee's City job, or if the employment appears to generate a conflict of interest.
- E. Any violation of the provisions herein contained respecting outside employment or activity and use of property shall constitute sufficient grounds for disciplinary action, up to an including termination of employment.

V. ACTION

This Policy is effective this date.

CITY OF POMONA

REQUEST FOR AUTHORIZATION TO ENGAGE IN OUTSIDE EMPLOYMENT

Employee Name: _____ Position: _____

Department: _____ Date of Request: _____

PROPOSED OUTSIDE EMPLOYMENT	
Name of Firm/Employer:	
Phone Number:	()
Address:	
Work Location(s):	
Total Hours Proposed:	Per Week: Per Month:
Days and Hours of Work:	
Position Title:	
Briefly describe the type of business or service provided:	
List tools, equipment, and machines that you operate in performing the duties:	
Describe working conditions and hazards of this work:	

I have read the City Policy No. 15 governing Outside Employment, and I affirm that my proposed Outside Employment is not in conflict with any of those rules, and I recognize that violations of City Policy regarding Outside Employment may be cause for discipline, up to and including termination of employment.

I will advise the City immediately if I am injured or become ill as a result of the outside employment.

Employee Signature

Division Manager/Supervisor Signature

<input type="checkbox"/> APPROVED for _____ months.	<input type="checkbox"/> DISAPPROVED
Justification: _____ _____	
Department Director Signature: _____ Date: _____	