



POLICY AND PROCEDURE

SUBJECT:

OUTSIDE EMPLOYMENT POLICY

DATE: April 18, 2013

NUMBER: HR-13-001

1.0 POLICY STATEMENT

Public Service is a public trust requiring City of Riviera Beach employees to uphold the policies, procedures, rules and regulations of the City of Riviera Beach above private gain for themselves or others. It carrying out public trust the City of Riviera Beach ("City") finds it in the best interest of its citizens to establish a policy regulating outside employment. Generally, it is the City's policy that an employee may be engaged in outside employment so long as it is determined that such employment does not present a conflict with the employee's employment with the City.

2.0 PURPOSE OF THE POLICY

The purpose of this Policy is to establish standards regulating the outside employment of City employees.

3.0 DEFINITIONS

Outside employment is the act of an employee engaging in activities for personal gain, including monetary gain that compromises the employee's ability to represent the employer's best interests.

4.0 AUTHORITY

The City of Riviera Beach has adopted this Policy to promote and maintain the highest standards of personal and professional conduct in city government. All City employees are required to subscribe to this Policy and to the State's and County's Codes of Ethics for Public Officers and Employees.

Violation of this Policy may result in disciplinary action, up to and including termination of employment.



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5.0 APPLICABILITY

This Policy applies to all City of Riviera Beach employees including appointed employees, general employees, and public safety personnel. Outside employment shall be deemed to include, but shall not be limited to, employment or work performed by a city employee for monetary gain with an outside person, business or entity, including businesses owned by the employee, to provide labor, services or materials. Outside employment also includes work, whether occasional or otherwise, performed in a different department within the City for which the employee does not normally work.

- A. Employees are not restricted from engaging in outside employment during their off duty hours. However, City employment shall be considered the primary employment for all employees.
- B. A City employee may accept outside employment so long as such employment does not present a conflict of interest, and is not contrary, detrimental or adverse to the interests of the City.
- C. No City employee shall accept outside employment, either incidental, occasional, or otherwise, where City time, equipment or materials are to be used or where such employment or any part thereof is to be performed on City time.
- D. City employees who seek outside employment must fill out the "Disclosure Form" and receive approval from the employee's department director. City employees who already engaged in outside employment at the effective date of this Policy must also fill out the "Disclosure Form" and receive approval to continue the outside employment.
- E. If, in the judgment of the department director, the employee's outside employment causes or may cause absences, tardiness, or otherwise interferes or may interfere with the operations of the City or with the employee's responsibility as an employee of the City, including, but not limited to, availability for scheduled and unscheduled overtime and/or call-ins, then permission for outside employment may be revoked. Further, permission to engage in outside employment may be withdrawn at any time if, in the opinion of the department director, the responsibilities of the job are inconsistent with the employee's responsibilities to the City, causes a conflict, or in any way interferes with the employee's duties as an employee of the City.



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- F. City employees cannot use any type of leave, i.e. vacation, sick, leave of absence, FML, etc., to work in an outside employment capacity.
- G. Employees sustaining injuries while engaged in outside employment are ineligible to receive benefits under the City's worker's compensation plan. This subsection G does not include city employees who are performing work for the City, but in a different department.

6.0 PROCEDURE

Upon request, a Disclosure Form shall be provided to the employee by the employee's department and filled out by the employee. Upon receipt, the department director shall review the form, and make a decision on the request as soon as practicable. Should an employee, who has been previously approved for outside employment, changes a position or department within the City, or should the outside employer listed on the approved form changes, then the employee must complete a new Disclosure Form and gain permission from employee's new department director.

The department director has the absolute right to determine whether or not to allow outside employment. A copy of the completed form shall be kept in the employee's department. The employee has the obligation to update the form as appropriate.

Departmental Sponsor: HUMAN RESOURCES DEPT.

Policy Review Date: APRIL 18, 2016

References:

Departments Affected: ALL DEPARTMENT HEADS AND EMPLOYEES

APPROVED BY:



CITY OF RIVIERA BEACH OUTSIDE EMPLOYMENT DISCLOSURE FORM

TO: DEPARTMENT OF _____ EMPLOYEE: _____

DATE: _____ TITLE: _____

Are you involved in outside employment? Yes _____ No _____ If yes, complete this disclosure form.

I disclose the following outside employment, contractual relationship, or business involvement:

Name of Firm: _____ Supervisor: _____

Address: _____ Phone: _____

Job Title & Responsibilities: _____

Employment Date: _____ Work Schedule: _____ Total Hours Per Week: _____

If business ownership, what type? (i.e. – corp., partnership, proprietorship) _____

Please describe your contractual relationship, if any: _____

I certify this information to be true, accurate and complete.

Employee's Signature Date

Immediate Supervisor's Approval Date Yes _____ No _____

Department Head's Approval Date Yes _____ No _____

If disapproved, reason for disapproval _____

My outside employment, contractual relationship, or business involvement with _____ ended effective _____ Signature _____ Date _____