



CITY OF VISALIA PERSONNEL POLICY
Policy #118
Outside Employment

I. PURPOSE

Employment at the City carries with it an obligation to act in the public interest. The City receives public funds and this carries an obligation to act in accordance with generally accepted standards of conduct for employees. Accordingly, employees must abide by standards of professional behavior that promote and maintain public confidence and trust in the City. The purpose of this policy is to establish the procedures and conditions under which outside or secondary employment is acceptable.

II. POLICY

The City of Visalia regards itself as the primary employer of all probationary, regular, and full-time at-will employees. As such, the City retains the right to prohibit any outside employment of an employee if that employment poses an actual or perceived conflict of interest; and/or in any way interferes with the effective performance of the employee's job duties with the City; and/or adversely affects the health and safety of the employee or individuals with whom he/she works.

Outside or secondary employment refers to any employment with an employer other than the City of Visalia. This includes self-employment, independent contracting, consulting and employment by a family organization or company.

III. PROCEDURES AND GUIDELINES

Guidelines that must be followed by all regular, probationary and full-time at-will employees prior to accepting and/or retaining outside employment and throughout the course of such outside employment include, but are not limited to:

A. Requests

Prior to accepting and/or retaining outside employment, employees must request written approval from their supervisor on a form designated by the City. Department Head and Human Resources approval is required. Employees will be notified whether their request has been approved or denied.

Requests shall be resubmitted when an employee's outside employment changes, or annually, whichever occurs most often.

B. Work Hours

Time on the outside job must be kept to a minimum so as not to affect the work performance of the primary employment, and must not conflict with City work hours.

C. Ability to Respond on a Callback Basis

The ability to respond on a callback basis must not be compromised as a result of the secondary employment and response must be within forty (40) minutes or as outlined in Memorandum of Understanding.



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D. Private Business Activities

All employees shall conduct their private business activities outside of regular City working time. No equipment, vehicles, tools, supplies, machines, documents, computers, printers, software, data, or any other item which is the property of the City shall be used by the employee while engaged in any secondary employment.

Employees must in no way represent themselves as a City employee while conducting outside employment activities.
