

	Policy: Outside Employment; Dual Employment	Effective Date: May 19, 1992
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PURPOSE

The work of the city shall have precedence over other occupational interests of employees. All outside employment for salaries, wages, or commission and all self-employment must be reported in advance to the employee's supervisor, who in turn will report it to the department head. The department head will review such employment for possible conflict of interest and then submit a record of the employment and review to the Human Resources Director. Conflicting or unreported outside employment is grounds for disciplinary action up to and including dismissal.

- A. A full- or part-time employee of the city may simultaneously hold another position with the city if the temporary position is in a different department and/or clearly different program area from that of the full- or part-time position. However, the work of the full- or part-time position shall take precedence over the temporary position, and such work will not count toward the calculation of overtime for pay or time off.
- B. If public safety officers are engaged in off-duty employment on premises where alcoholic beverages are served, the following additional requirements must be met:
 - (1) Their duties must be confined to the premises parking lot only except where immediate public safety concerns require otherwise.
 - (2) The off-duty employer must provide workers compensation coverage for the officer.
 - (3) The off-duty employer must carry a general liability policy with \$100,000 minimum coverage for the acts or omissions of all employees whether full-time or part-time, during the course of his employment.
 - (4) If an incident occurs, the off-duty officer must first report it to the Police Department for the purpose of having on-duty officer dispatched to the scene before taking further action, except where immediate public safety concerns require otherwise.
 - (5) Off-duty employers must keep on file with the City Clerk a "Certificate of Insurance" showing compliance with divisions (2) and (3) above.