

ADMINISTRATIVE SERVICES

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HUMAN RESOURCES

OUTSIDE EMPLOYMENT POLICY

Section 23.04 of the Personnel Resolution states:

“Full time employees, part time employees, and volunteers/interns may not carry on concurrently with their municipal service, any private business or undertaking, attention to which affects the time or quality of their work or which tends to discredit the City Government, or which may result in a conflict of interest with their duties with the City”.

“Outside work or private business or undertaking by full time employees, part time employees, and volunteers/interns is permitted only upon the recommendation of the City Manager”.

The section has been in the Personnel Resolution since 1971, which it also became state law: California Government Code Section 1126.

The City’s primary concerns with outside employment are: 1) a conflict of interest or appearance of a conflict of interest that the outside employment may have in relationship to a full time employees, part time employee, and volunteers/interns position or function within their department or City employment in general; and 2) the potential for outside employment to detract from a full time employee, part time employee, and volunteer/interns ability to perform the scope of their City employment with complete attention to duty.

While the City does not want to adversely discourage the full time employee, part time employee, and volunteer/interns entrepreneurial spirit, we need to be aware of the impacts that outside employment may have on your full time position in the public service.

It should be noted that failure to comply with pre-approval guidelines as established in Section 23.04, is cause for discipline as outlined in Section 18:01 (m) of the Personnel Resolution.

There are possibly several full time employees, part time employees, and volunteer/interns that are currently involved in some type of outside employment. However, in most instances, there has been no formal approval to do so. In order to insure compliance to this provision of our Personnel Resolution, all full time employees, part time employees, and volunteers/interns that are currently engaged in outside employment need to complete the attached form unless there is already formal approval on file in the City Manager’s office.

Anyone anticipating outside employment should provide a written request to their department head for evaluation and submittal to the City Manager.

Attached is a “Request for Approval for Outside Employment” form for your use if you currently have an outside job or are considering one.

**REQUEST FOR APPROVAL
FOR OUTSIDE EMPLOYMENT**

Name

Department/Division

Job Title

Date of Hire

PLEASE ANSWER THE FOLLOWING QUESTIONS REGARDING THE OUTSIDE EMPLOYMENT YOU ARE SEEKING:

1. Name and Address of Company or firm with whom you are seeking outside employment: _____
2. Type of Business _____
3. Describe your duties _____

4. In what City(ies) or Town(s) will you be conducting business: _____
5. How many hours per week will you work? _____
6. Which Days and hours do you expect to work? _____
7. Approximate start date _____
8. List your current work days and hours of work in your City position:

Days

Hours

Department Head Comments: _____

Department Head Signature

Date

City Manager Comments: _____

City Manager Signature

Date

RULES FOR OUTSIDE EMPLOYMENT

You have submitted a request for conducting outside employment, which has been approved by the City Manager's office.

This approval is conditional on the following:

1. No work for an outside employer may be conducted during work hours. Work hours include the 15-minute breaks, which are allowed in the morning and afternoon to provide a rest period from your primary job with the City of Turlock.

Issues and commitments involving your outside employment must be handled during your lunch hour or other free time.

2. No City Equipment may be used in the conduct of your outside employment. This includes, but is not limited to computer, printers, phones, copy machines, paper, vehicles and maintenance equipment and supplies.

3. Changes in the scope of your outside employment: you must re-submit for approval any changes that affect the scope of your outside employment. The authorization you have received is not blanket approval for all outside employment, but is limited to the information you have provided.

4. Any reduction in the quality of work you perform in your primary employment with the City of Turlock as determined by your department head will be cause to withdraw approval to continue outside employment.

Quality in work may be judged by, but not limited to: increased time away from your job, fatigue, lack of attention to duty or lessened productivity

CERTIFICATION: I understand the conditions as stated above, which govern the approval of my outside employment. I agree to abide by these conditions, knowing that failure to do so will result in losing the authorization to work for another employer concurrent with my primary job with the City of Turlock, or in the case of violating conditions 1 or 2, will result in discipline, up to and including termination.

FULL TIME, PART TIME,
VOLUNTEER/INTERN EMPLOYEE
SIGNATURE

DATE

WITNESS

DATE