

City of Newport Beach Outside Employment Policy

The following provisions from the Employee Policy Manual apply to employees seeking additional employment outside the City of Newport Beach.

From Section 3.5 - Incompatible Activities

During an Employee's Workday, the Employee is expected to devote his/her full time, attention and efforts to the performance of his or her assigned duties. An Employee shall not engage in any outside employment or business activities during his/her Workday. An Employee shall not engage in any employment, outside activity, or enterprise that is inconsistent, incompatible or in conflict with, or that interferes with, his/her ability to perform the duties, functions, or responsibilities of his/her Position except as provided in Section 3.12. No Employee shall engage in Recognized Employee Association activities during that Employee's Workday except during break time, meal periods or as expressly authorized or permitted by the Department Director, Federal law, State law, or MOU.

From Section 3.12 - Outside Employment

Employees may obtain and/or maintain employment with persons or entities other than the City (outside employment), or self-employment, subject to approval by the Department Director in conformance with the following:

- A. Notification.** Prior to initiating any self-employment or accepting an offer of outside employment, an Employee shall notify his/her Department Director of the nature and duties of the position, the name and address of the prospective employer, the proposed work schedule and other information reasonably requested by the Department Director. Any Employee who is contemplating self-employment shall provide the Department Director with information regarding the nature of the work performed and work schedule.
- B. Approval.** The Department Director shall approve the request for approval of outside employment or the self-employment unless the Department Director can reasonably make one of the following findings:
 - 1.** The nature of the outside employment or self-employment, or the proposed schedule, could adversely affect, or interfere with, the Employee's performance of the duties of his/her Position; or

2. The outside employment or self-employment is with a business or enterprise that performs or provides a service to the City over which the Employee or his/her Department has regulatory authority or influence; or
 3. The outside employment or self-employment would create the appearance of a conflict of interest or would be incompatible with the duties and responsibilities of the Position occupied by the Employee.
- C. **Modification.** The Department Director's approval of outside employment or self-employment may be revoked in the event of a change in circumstances that would warrant disapproval of the initial request for approval.
- D. **Annual Review.** The Department Director may, once every twelve (12) months, require any Employee to provide information regarding the status of his/her outside employment or self-employment.

**City of Newport Beach
Request for Outside Employment**

Instructions to Employee: Review Sections 3.5 and 3.12 of the Employee Policy Manual regarding Outside Employment and complete the following information and forward to your Department Director for review.

To (Director): _____ **From:** _____

This is to notify you that I request authorization for outside employment with another employer, beginning:

Month Day Year

Name and address of firm (please note if self-employed):

Nature of the job (Check one):

- | | | | | |
|-------------------------------------|-------------------------------------|--------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Clerical | <input type="checkbox"/> Inspection | <input type="checkbox"/> Sales | <input type="checkbox"/> Enforcement | <input type="checkbox"/> Manual Labor |
| <input type="checkbox"/> Managerial | <input type="checkbox"/> Gardening | <input type="checkbox"/> Promotional | <input type="checkbox"/> Construction | <input type="checkbox"/> Other (Specify) |

Duties: _____

Work Schedule: Indicate below the days and hours you will be working. Total Hours Per Week: _____

SUNDAY	<input type="checkbox"/>	From _____	AM	AM
			PM	PM
MONDAY	<input type="checkbox"/>	From _____	AM	AM
			PM	PM
TUESDAY	<input type="checkbox"/>	From _____	AM	AM
			PM	PM
WEDNESDAY	<input type="checkbox"/>	From _____	AM	AM
			PM	PM
THURSDAY	<input type="checkbox"/>	From _____	AM	AM
			PM	PM
FRIDAY	<input type="checkbox"/>	From _____	AM	AM
			PM	PM
SATURDAY	<input type="checkbox"/>	From _____	AM	AM
			PM	PM

I understand that if any of the following conditions are found to exist as a result of my outside employment, City authorization for outside employment may be withdrawn or I may be subject to other actions, including discipline, pursuant to City policy:

1. My outside employment is adversely affecting my performance or is in any other way interfering with my city employment.
2. City owned equipment, supplies, facilities, or uniforms have been utilized by me while engaging in outside employment.
3. I am associated with an enterprise which provides or performs a service to the City over which my Department and/or I have regulatory responsibility or influence.
4. I solicit on behalf of the enterprise I represent in my outside employment during my working hours for the City.
5. My outside employment creates the appearance of a conflict of interest or is incompatible with the duties and responsibilities of my current position with the City.

I have read Sections 3.5 and 3.12 of the Employee Policy Manual and understand the requirements in order to be approved for outside employment. I further understand it is my responsibility to inform my Director of any changes that may occur with my outside employment.

Employee Signature Date

Department Director Approval Date

Human Resources Review: _____

Copy to Personnel File: _____