



Human Resources Policies and Procedures

Policy Title: Outside Employment	Policy Number: 3.9
Effective: October 30, 2005	
Supersedes:	
Approval: <i>Carl R. Patton</i>	Page 1 of 3

1.0 Scope

- | | |
|--------------------------------------------------------|--------------------------------------------------|
| <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Salaried |
| <input checked="" type="checkbox"/> Part-time | <input checked="" type="checkbox"/> Union |
| <input checked="" type="checkbox"/> Temporary/Contract | <input type="checkbox"/> Independent Contractors |

Employees who are covered under the provisions of a collective bargaining agreement will follow the standards as contained in their respective contracts if this policy conflicts with the language in the contract.

2.0 Purpose

To define the City's position for employees who have secondary employment and to establish the conditions under which secondary employment is acceptable to the City.

3.0 Policy

- 3.1** It is the policy of the City of Ann Arbor to regard itself as the primary employer of all regular full-time and regular part-time employees. The City retains the right to prohibit any secondary employment of an employee if that employment:
- poses a conflict of interest, and/or
 - in any way interferes with the effective performance of his/her job duties with the City, and/or
 - adversely affects the health and safety of the employee or individuals with whom he/she works.
 - adversely affects the citizens of the community

DISCLAIMER

The information contained in this Human Resources Policies and Procedures Manual supersedes all previous Human Resources rules, policies and administrative regulations. The manual is not legally binding and does not create a contract of employment, either express or implied. The City retains the right to modify, suspend, interpret or cancel any provision at any time, at the City's complete and sole discretion without prior notice.

3.2 The following guidelines should be taken into consideration:

- A. Time on the secondary job should be kept to a minimum so as not to affect the work performance of the primary employment.
- B. The ability to respond on a callback basis should not be compromised as a result of the secondary employment and call back response should be within a reasonable period of time.
- C. It is recommended that prior to accepting secondary employment, employees should notify their supervisors of their desire for secondary employment.

4.0 Responsibility

Management shall be responsible for bringing the contents of this policy to the attention of all members of their respective staffs.

5.0 Definitions

- 5.1** Primary Employer - The City of Ann Arbor is regarded as the "Primary Employer" of all regular full-time and regular part-time employees. Pursuant to this policy, no conflict with or interference from an outside or secondary employer will be allowed.
- 5.2** Secondary Employer - An employer, other than the City of Ann Arbor, for whom an employee works.

6.0 Procedures

- 6.1** It is essential that all employees who may engage in occasional outside employment, shall conduct themselves in such a manner that no ethical or legal conflict of interest may be occasioned by any such sources of employment.
- 6.2** Employees who are engaged in outside employment under this policy may not utilize City facilities, resources, property, telephones, equipment, or staff in support of such activities. Outside employment activities may not be conducted on City property.
- 6.3** When a supervisor has reason to believe that an employee's outside employment is in violation of this policy, the supervisor shall immediately consult with the Service Area Administrator and Human Resources Services. All incidents shall be dealt with on an individual basis but consistent with the terms of this policy.

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- 6.4** Should an unanticipated conflict of interest result from the outside employment, the Service Area Administrator, in conjunction with the supervisor shall, upon learning of such conflict, insist the staff employee terminate the outside employment. Failure to cease the outside employment as directed may be grounds for discharge.

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