



City of Riverside, California
Human Resources Policy and Procedure Manual

Approved:

Human Resources Director

City Manager

Number: I-7 Effective Date: TBD

SUBJECT: SECONDARY EMPLOYMENT OR BUSINESS ACTIVITY

PURPOSE:

To establish guidelines for all City employees engaging in employment with a second employer or engaging in self-employment. To ensure that employees are not involved in any outside employment or activity that will affect the quality or quantity of their work at the City of Riverside or create a conflict of interest, or an appearance of impropriety.

POLICY:

Any employee of the City shall secure the approval of his/her department head or designee, the Human Resources Director, and the City Manager in order to engage in any work activity in addition to their regular employment with the City, whether for a public agency, private company, or self-employment.

Employees shall not engage in or accept any business activity or employment, during or after working hours, the nature of which could be considered in conflict with the City's interests. Employees shall not allow any business activity of employment to diminish the ability of the employee to render to the City the full, loyal and undivided service which is contemplated in his/her employment by the City.

To obtain approval to engage in secondary employment, a City employee shall notify his/her immediate supervisor that secondary employment is being considered. The employee must then complete a Request to Engage in Outside Employment Form and submit this form to his/her department head or designee for approval. Requests must be submitted at least two weeks prior to the actual start of such secondary employment or self-employment.

Additional submittals of the Request to Engage in Outside Employment Form is required when/if the terms of the secondary employment change (e.g. increased hours, longer duration, etc.).

In evaluating a request to engage in secondary employment, consideration shall be given to the following:

1. Impairment of Efficiency and Physical Well-Being - The secondary employment

must not involve such time demands or performance of such strenuous tasks so as to interfere with employee effectiveness or leave the employee fatigued or subject to injury in the City position.

2. Workers' Compensation - The secondary employment must not leave the City liable for any injury or illness incurred in such secondary employment.
3. Conflict of Interest and Public Relations - Secondary employment will not be approved if it has the potential to, adversely affect or reflect upon the employee, the employee's position with the City, or the City.

A certificate showing Workers' Compensation insurance coverage by the second employer must accompany each request for approval of secondary employment and, for self-employment within Riverside City limits, the employee must obtain any business tax certificate or permits required by City Ordinance.

The request for outside employment will be evaluated by the department head or designee for approval, approval with modifications or disapproval. If the request is approved by the department head or designee, it will be forwarded to the Human Resources Director who will review and forward the request to the City Manager's Office for further review and approval.

Notification of final approval will be sent to the employee and department head or designee by email. If the request is denied at any point in the approval process, the employee will be notified with the reason for disapproval.

A copy of the processed Request to Engage in Outside Employment Form will be placed in the employee's official personnel file.

Engaging in secondary employment without prior permission may result in disciplinary action, up to and including termination of employment. Permission for secondary employment is evidenced only by a copy of the Request to Engage in Outside Employment Form with all required approvals. Outside employment shall cease when, in the opinion of the Department Director, the secondary employment is interfering with performance of the employee's City job, or if the employment appears to generate a conflict of interest.

Willful misuse of City funded property including and not limited to mobile devices, computers, vehicles, facilities or equipment for personal financial gain is a violation of policy (III-1) Discipline, and may result in disciplinary action, up to and including termination of employment.

As an adjunct to the above, recommendation for any product, person, or agency that can be construed as an endorsement by the City, because of the position held by an employee, shall not be made unless prior approval has been secured from the employee's department head or designee, the Human Resources Director, and the City Manager.

Attachment:

1. Request to Engage in Outside Employment.

City of Riverside
Human Resources Department
REQUEST TO ENGAGE IN OUTSIDE EMPLOYMENT

Name_____ Job Title_____ Date_____

Department_____ Division_____

Secondary Employer Information

Outside Employer's Name_____ Outside Employer's Address_____ Telephone No. _____

Outside Employer's Worker's Comp. Insurance Carrier_____ Certificate No. _____ Expiration Date _____

A COPY OF THE CERTIFICATE OF INSURANCE MUST BE ATTACHED TO THIS FORM

Self-Employment Information

Name of Business_____ Address of Business_____ Business Telephone No. _____

Business Tax License No. _____ Date of Issuance _____

Type of outside employment and description of duties:

THIS PORTION SHOULD BE FILLED OUT WHETHER YOU ARE SELF-EMPLOYED OR EMPLOYED BY SOMEONE ELSE

Number of hours per week_____ Duration of job_____ Weeks_____ Months_____

I hereby request permission to engage in outside employment during my off-duty hours or vacation time. In requesting this permission, I understand and agree to the following conditions:

1. That my outside employment will not interfere with my regular City job and that I will respond immediately if recalled to duty with the City.
2. That the nature of my outside employment is such that there will be no conflict of interest with my City employment.
3. That the City of Riverside will not be subject to claim or be held liable for any damages, injuries, or illnesses incurred through my outside job.
4. That this permission may be revoked at any time and will be automatically revoked upon a significant change in hours or duties or upon termination of my employment with the above employer and that I will notify the City if such should occur.

Employee's Signature

APPROVALS:

Department Head Human Resources Director City Manager

THIS FORM WILL NOT BE ACCEPTED UNLESS ALL APPLICABLE PORTIONS ARE COMPLETED