



*City of Arts & Innovation*

# Human Resources Board

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**TO: HUMAN RESOURCES BOARD** **DATE: NOVEMBER 5, 2018**

**FROM: HUMAN RESOURCES DEPARTMENT**

**SUBJECT: REVISIONS TO THE SECONDARY EMPLOYMENT OR BUSINESS ACTIVITY POLICY**

**ISSUE:**

Approve revisions to the Secondary Employment or Business Activity Policy (I-7).

**RECOMMENDATION:**

That the Human Resources Board approve revisions to the attached Secondary Employment or Business Activity Policy.

**BACKGROUND:**

The Secondary Employment or Business Activity Policy, last revised in December 2014, establishes guidelines for all City employees who engage in secondary employment or in self-employment. The policy ensures 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.

The Human Resources Department has reviewed the above referenced policy and recommends the following changes to ensure compliance with state and federal regulations, where applicable, and to reflect the City's strategic goals for the development, advancement and management of the City's workforce.

The policy was reviewed by City Management and Labor Unions for their concurrence with the policy changes.

**DISCUSSION:**

The updated Policy includes minor revisions that clarifies the policy's purpose. First, language was added that prevents employees from engaging in or accepting any business activity or employment during or after working hours that could be in conflict with the City's interests. Second, outside employment shall cease immediately if secondary employment is interfering

with the performance of the employee's City job. Lastly, willful misuse of City funded property may result in disciplinary action, up to and including termination of employment.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Stephanie Holloman, Human Resources Director  
Approved by: Rafael Guzman, Assistant City Manager

Attachment: Secondary Employment or Business Activity (I-7)