



## **HR – Outside Employment**

### **City of Crystal Lake Administrative Directive**

#### **PURPOSE:**

The City does not wish to restrict full-time or part-time employees from engaging in outside employment; however, the employee's position with the City should always be considered his/her primary responsibility. It is also important that the outside employment does not place the employee in a position of conflict of interest with his or her City employment. Where sections of this directive conflict with an employee's collective bargaining agreement, the collective bargaining agreement shall govern.

#### **PROCEDURE:**

Those employees wishing to engage in outside employment in addition to work with the City must receive written approval from their Department Director by completing the Request for Outside Employment Form prior to beginning work to ensure that the employee's outside employment is in full compliance with the following guidelines:

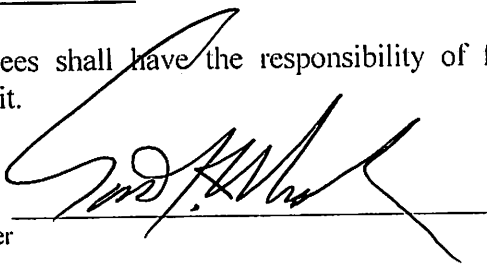
1. Outside employment must not be of such a nature that it may be reasonably construed by the public to be the official act of the City or a department thereof.
2. It must not produce a conflict of interest with any element of City employment, most notably with the enforcement or inspection functions of the City.
3. Employees shall not participate directly or indirectly in the purchasing process when the employee is contemporaneously employed by a bidder, vendor or contract involved in the procurement transaction.
4. It must not produce a conflict with the working hours of the employee, including overtime, stand-by and availability for call-out. Employees may not work in a secondary capacity while using their accrued sick time or FMLA, while off work on a Workers Compensation injury or illness, or while on a temporary disability status.
5. It must not involve use of City uniforms, facilities, equipment or supplies.
6. It must not involve use or sale of information related to City operations.
7. It must not interfere with sufficient time for rest in order to ensure health, safety and efficiency in the primary job time, including lack of energy on the job and interruptions concerning outside employment, such as telephone calls and visitors.

Failure to comply with this procedure may result in being requested to terminate outside employment or result in disciplinary action.

**RESPONSIBILITY:**

All employees shall have the responsibility of familiarizing themselves with this directive and adhering to it.

Approved By: \_\_\_\_\_  
City Manager



Original Effective Date: 12/30/2010  
Revised: September 28, 2012  
Next Review: September 2014