

**CITY OF PLANO POLICIES AND PROCEDURES**

204.000

**Department Name:** Human Resources Manual

**Procedure:** Outside Employment

**Effective Date:** 08/10/98

**Revision Date(s):** 05/01/04, 04/01/06, 04/01/09, 07/01/12

**I. Purpose**

This procedure describes the City of Plano's policy regarding outside employment by City employees.

**II. Policies & Procedures**

**A. Definition**

Outside employment- Any employee of the City who receives wages, compensation or other consideration of value from another employer, organization or individual not affiliated directly with the City for services, product(s) or benefits rendered. For purposes of this policy, the definition of outside employment includes those employees who are self-employed.

**B. Conflict of Interest**

No employee shall engage in any outside employment (including self-employment) that would:

1. Directly or indirectly affect their ability to make unbiased decisions or recommendations in the duties of their job with the City;
2. Create the appearance of favoritism for any person or entity providing goods or services to the City; or
3. Compromise their independent judgment regarding recommendations or choice of vendors or services that are provided the City of Plano.
4. Violate any federal, state, charter or ordinance.

**C. Approval**

Determination of the degree of limitations on outside employment will be based upon the best interest of the City in furthering professionalism, protecting the reputation of the employee and City and ensuring the City receives full and faithful service in return for its expenditure of resources.

**1. Full-Time Employees:**

Prior to obtaining any outside employment, whether as an employee, independent contractor or otherwise, a full-time employee must request prior approval through their Division Manager or Department Head or in

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the case of a Department Head or Deputy City Manager, by their immediate supervisor.

All requests for outside employment by full-time employees must be submitted on the City of Plano "Outside Employment Request" form.

Prior to obtaining any outside employment employees who are City Council appointees must receive approval from the City Council. Approval must state the specific nature of the outside employment and name of the employer.

2. Part-Time Employees:

Part time employees must advise their immediate supervisor of the nature of any employment.

D. Expected Conduct

1. Duty to Perform

All outside employment must be conducted so that it does not conflict with the employee's regular duties and performance. Work must not be performed during the employee's regular work hours unless the employee is using City leave and has received prior approval. No city resources, personnel or equipment may be used in conjunction with outside employment.

2. Duty to Report

If in the preceding 24 months an employee had any employment relationship or received referral business from a person or entity doing business or seeking to do business with the City and the employee has any recommendation or decision making authority for that service or product, the employee must disclose in writing the nature and extent of the employment or business referral relationship to their immediate supervisor. This notice must be provided before the employee makes any recommendation or decision on the service or product. This information is available for public inspection.

Copies of all outside employment documents will be filed in the employee's personnel file.

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3. Duty to Maintain

All requests and approvals expire the last day in each calendar year and must be renewed no later than before January 1 of the next year.

If the Department Head believes an employment request is inappropriate, he/she must review the facts of the request with a Deputy City Manager or the City Manager prior to disapproving.

**III. Appendices**

A. City of Plano Outside Employment Request Form



# Outside Employment Approval Request

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Department: \_\_\_\_\_ Title: \_\_\_\_\_

## Outside Employer Information

Outside Employer  Self-Employed / Independent Contractor

Employer / Firm Name: \_\_\_\_\_ Firm Phone: (\_\_\_\_) \_\_\_\_\_

Employer / Firm Address: \_\_\_\_\_  
*Street City State ZIP*

Business Type: \_\_\_\_\_

Physical Location of Employment: \_\_\_\_\_  
*Street City State ZIP*

Immediate Supervisor: \_\_\_\_\_ Supervisor Phone: (\_\_\_\_) \_\_\_\_\_

## Assignment and Duties Required of Outside Employer

Beginning Employment Date: \_\_\_\_\_

No. of Days per Week: \_\_\_\_\_ Hours per Day: \_\_\_\_\_ Total: \_\_\_\_\_

Workers Compensation Provided by Outside Employer? YES  NO

List All Duties Requested of You by Outside Employer:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

## Additional Outside Employers

List All Other Current Outside Employers / Work as Independent Contractor:

- 1. \_\_\_\_\_ Hours per Week: \_\_\_\_\_
- 2. \_\_\_\_\_ Hours per Week: \_\_\_\_\_
- 3. \_\_\_\_\_ Hours per Week: \_\_\_\_\_
- 4. \_\_\_\_\_ Hours per Week: \_\_\_\_\_
- 5. \_\_\_\_\_ Hours per Week: \_\_\_\_\_

# Outside Employment Approval Request (reverse)

## Outside Employment Agreement

I certify that I have read City Policy #200 III. B. and City Policy #204.

I understand that the approval for outside employment shall not be deemed a waiver of my compliance with the City's Ethics Code, City Charter restrictions (Section 11.02) or any applicable state or federal law. I acknowledge that it is my responsibility to ensure that the outside employment is performed in compliance with all applicable laws.

I understand that any permitted outside employment shall not interfere with my work as a City of Plano employee. I acknowledge that my primary duty is to fulfill scheduled departmental work and agree to report fully alert for duty. I further agree that any approval granted for outside employment may be rescinded if a change occurs involving my capability to perform assigned duties or to maintain requirements of the City.

I understand that no City personnel, resources, or equipment may be used in conjunction with outside employment.

I understand that this permission may be rescinded at any time at the discretion of the Department Head.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature* *ID#*

## Approvals

Request Approved: YES  NO

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Division Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Deputy City Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
*(as needed)*

City Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
*(as needed)*

## Renewal

Approval of requests expire on December 31.

If outside employment is to continue from one calendar year to the next, this approval request must be renewed before January 1 of each year.