

OUTSIDE EMPLOYMENT

(Calendar Year _____)

(See Reverse Side for Personnel Rule)

(Annual approval required: all approvals expire at the end of the calendar year)

(Type or Print)

Employee Name: _____ Job Title: _____

Department: _____ Work Schedule: _____

Average hours worked per week _____ Average overtime hours worked per week: _____

Outside Employment Request: *(self employed or other employer)*

Employer's Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Supervisor or contact person: _____ Phone: () _____

Type of Business: _____

Job title and brief description of duties: _____

Location of work site: _____

Work Schedule: _____

Total Hours per Week _____ Total Hours per Month: _____

I will advise my Department Head and the Human Resources Department if the number of hours per week or month is more than stated above, or if the location of the work site changes, or if the above employment ceases. If employment other than the above is obtained, I understand that I am required to complete a new Outside Employment Request and obtain approval prior to beginning work with the new employer.

I understand that the above outside employment must not interfere with the duties and responsibilities of my employment with the City of Coalinga; that it must not adversely affect my attitude or efficiency in my City employment; that it will not create a conflict of interest or incompatibility with my City employment; and I understand I may not use City equipment, make or receive telephone calls, or make personal contacts concerning my outside employment during my working hours with the City of Coalinga.

(Signature)

(Date)

Department Head: *(Department head may wish to confer with employee's supervisor prior to taking action)*

Recommendation: Approve: _____ Do Not Approve: _____

Comments: _____

Signature: _____

Date: _____

City Manager Action:

Approve: _____ Do Not Approve: _____

Comments: _____

Signature: _____

Date: _____

Section 14.10

Outside Employment: The City of Coalinga shall be the considered primary employer for full-time employees. Full-time employees may only engage in outside employment under the following conditions:

- (a) There shall be no conflict of interest or incompatibility with employee's City employment.
- (b) The time involved on outside employment shall not adversely affect the employee's attitude or efficiency in City employment.
- (c) No telephone calls or personal contacts concerning the outside employment shall be made during the hours of City employment.
- (d) Each employee shall report all outside employment to his/her supervisor and secure the written approval of their department/ division head and the City Manager prior to the commencement of outside employment. Outside employment must be requested and approved annually.