

CITY OF SAN ANTONIO

**Administrative Directive****AD 4.47 Outside Employment****Procedural Guidelines**

Guidelines for outside employment by City employees

Department/Division

Human Resources, Employee Relations Division

Effective Date

June 9, 1980

Revision Date

June 1, 2007, May 10, 2010,
May 18, 2014

Review Date

N/A

Project Manager

Human Resources, Employee Relations Division

Purpose

The purpose of this administrative directive (AD) is to promote trust, ensure high quality services to our customers, and provide guidelines regarding outside employment by City employees.

Policy

The policy covering outside employment is specified in Rule XXIV, Section 2, of the Municipal Civil Service Rules of the City of San Antonio (City). Outside employment is permissible if it does not adversely impact the employee's City work, is in accordance with the City Code of Ethics, and does not create a conflict of interest with the employee's City job. This policy does not apply to off-duty employment addressed in uniformed employees' collective bargaining agreements.

Policy Applies To

☐ External & Internal Applicants

☒ Temporary Employees

☒ Full-Time Employees

☐ Volunteers

☒ Part-Time Employees

☒ Grant-Funded Employees

☒ Paid and Unpaid Interns

☒ Police and Fire Academy Trainees

☒ Uniformed Employees Under Collective Bargaining Agreements

Definitions

Outside Employment

Additional employment, including self-employment and contract labor, performed by a City employee apart from his/her official assigned duties and required duty time for which outside compensation is received.

Policy Guidelines

1. Employees must obtain written approval from their supervisor and department Director or designee prior to engaging in *outside employment*.
2. *Outside employment* of all Executives shall require approval by City Manager's Office.
3. A copy of such written approval will be forwarded to Human Resources for inclusion in the employee's personnel file.
4. Employees performing *outside employment*, contrary to provisions of this AD, may be subject to disciplinary action up to and including termination.
5. Department Directors may cancel authorization for *outside employment* at any time when circumstances indicate a possible conflict with this AD. The employee and his/her Human Resources Representative must be notified if approval for *outside employment* is withdrawn.
6. No outside pay in addition to regular compensation from the City shall be received by employees for performance of their official duties.
7. Employees engaging in *outside employment* shall be ineligible to receive Workers' Compensation or short term disability payments under the City's Workers' Compensation or City's Disability Plan when illness, injury or disability results from *outside employment*.
8. Employees shall not engage in any *outside employment* related business and/or activity on City-time and using City equipment, supplies, staff, or facilities.
9. *Outside employment* may not interfere with the employee's performance of functions for the City.
10. Employees must avoid any schedule conflicts and report to work with the City in the event of any conflict in their *outside employment* work schedules.
11. Employees may not engage in any *outside employment* that creates a conflict of interest with their City employment or that creates a justifiable impression that such a conflict of interest may exist.
12. Each full-time employee's position with the City must be the employee's primary employment, and these functions must take precedence over all *outside employment*.
13. Employees may not use confidential information obtained through their position as a City employee to benefit their *outside employment* or for any other purpose other than as required by their regularly assigned duties as a City employee.
14. Employees who engage in *outside employment* will not use the City's name in such a manner that suggests institutional endorsement.

Roles & Responsibilities

<u>Employees</u>	<p>Employees must follow this AD and must submit the attached form, “Outside Employment Authorization,” Attachment A (also found at http://cosaweb/isd/formnet) to their supervisor annually. Approval from the department Director must be obtained prior to initiating an engagement in <i>outside employment</i> and must be obtained annually thereafter. A separate approval for each <i>outside employment</i>, and/or each change from the original approval is required.</p> <p>All employees will receive a copy of this AD and shall sign an Acknowledgment Form (Attachment B).</p> <p>Employees shall consult with his/her Human Resources Representative for questions related to violations of the City’s Code of Ethics in relation to <i>outside employment</i>.</p>
<u>Departments</u>	<p>Department Directors must assure adherence to this AD and ensure that employees requesting permission for <i>outside employment</i> follow the procedures of this AD.</p> <p>Departments must forward the approved Outside Employment Authorization forms to their Human Resources Representative.</p>
<u>Human Resources</u>	<p>Human Resources Representatives are responsible for ensuring approved Outside Employment Authorization forms are sent to employee personnel files.</p>

This directive supersedes all previous correspondence on this subject. Information and/or clarification may be obtained by contacting the Human Resources Department.

CITY OF SAN ANTONIO

OUTSIDE EMPLOYMENT AUTHORIZATION

In accordance with Administrative Directive 4.47, Outside Employment, the responsibility of the department Director is to ensure the provisions of this directive are adhered to, wherein no person shall be employed in any gainful employment other than the City, without written approval of the employee's department Director. The written approval of the department Director must be obtained annually prior to the employee engaging in outside employment. All information requested on this form must be supplied.

NAME	EMPLOYEE SAP #	DATE
CITY POSITION	DATE OF HIRE TO PRESENT POSITION	
DEPARTMENT/ DIVISION	____ FULL TIME WORK SCHEDULE ____ PART TIME _____	
REQUEST TO SEEK OUTSIDE EMPLOYMENT AT		
BUSINESS NAME/ BUSINESS TYPE	EFFECTIVE DATE OF OUTSIDE EMPLOYMENT	
ADDRESS	NAME OF SUPERVISOR SUPERVISOR PHONE NUMBER	
DUTIES PERFORMED (BE SPECIFIC) DAYS - HOURS		

I agree that the City of San Antonio is my primary employer. I understand that I do not have authorization to begin outside employment, which includes contract labor and self-employment until I obtain approval from the department Director. I further understand that any approval can be reviewed and confirmed or revoked at any time. I understand that the City is under no obligation to grant leave or otherwise accommodate my work schedule at my outside employment and that it is my responsibility to avoid schedule conflicts and to report to work with the City in the event of any conflict in work schedules. No approval will be given if I am not meeting performance standards in all categories. Any failure to continue to meet performance standards in any category will result in the revocation of any existing approval. I agree to advise my supervisor, in writing, of any change in my outside employment work schedule, including work hours and work days, and/or specific type of work being done. A separate approval must be obtained for each outside employment and/or each change from the original approval.

Does this outside employment create a conflict of interest with your City employment or creates a justifiable impression that such a conflict of interest may exist. ____ NO ____ YES	I understand and agree to abide by the above, and hereby request authorization for outside employment.	
	Employee's Signature	
RECOMMENDATION	Supervisor's Name	Signature ____ Recommend Approval
	_____	_____ ____ Recommend Disapproval
Division Head	Division Head's Name	Signature ____ Recommend Approval
	_____	_____ ____ Recommend Disapproval
Department Director	Dept Director's Name	Signature ____ Approved
	_____	_____ ____ Disapproved



**CITY OF SAN ANTONIO
EMPLOYEE ACKNOWLEDGMENT FORM
FOR
ADMINISTRATIVE DIRECTIVE 4.47
Outside Employment**

Employee:

I acknowledge that on _____, 20____, I received a copy of Administrative Directive 4.47, Outside Employment. I understand that if I have questions I should contact my Human Resources Representative.

Employee Name (Print)

Department

Employee Signature

SAP Employee ID Number