

STANDARD PROCEDURE

CITY OF WILSON

PERSONNEL MANUAL

SUBJECT	NUMBER	EFFECTIVE DATE	SUPERSEDES	
Outside Employment	E-1	8/1/2024	12/2011	Page 1 of 2
Prepared By: Human Resources		Approved By: Will Aycock, Enterprise Services Director		

**1.0 Purpose**

To ensure that the work of the City takes priority over other employment interests of employees.

**2.0 Scope**

All full-time and permanent part-time employees are covered under this policy.

**3.0 Policy**

Employees interested in outside employment must obtain the approval of the department head before such work begins.

**4.0 Definitions**

4.1 **Outside Employment:** Self-employment or any employment for salaries, wages, tips and/or commission other than the employee’s primary position with the City of Wilson.

**5.0 Procedures**

**5.1 Requesting Approval for Outside Employment**

- 5.1.1 Employees interested in obtaining outside employment must request approval from their department head by submitting an “Application for Approval of Outside Employment” form. (See Appendix A)
- 5.1.2 Employees shall not use City working hours to promote or conduct work associated with outside employment.
- 5.1.3 Employees shall not engage in outside employment which creates a conflict of interest or is otherwise incompatible with City service, including but not limited to City hours, shifts, on-call, or overtime requirements.
- 5.1.4 Employees shall not use City equipment, supplies and/or office space when participating in approved outside employment, except public safety personnel as applicable.

**6.0 Administrative Guidelines**

- 6.1 Any City department with outside employment restrictions that differ from those described in this policy shall inform prospective new employees prior to their first day of employment.
- 6.2 Copies of approved Application for Approval of Outside Employment forms shall be kept in the departmental file and a copy should be given to the employee.
- 6.3 Approval or denial of outside employment is at the discretion of the department head. Any denial of outside employment may be appealed to Human Resources.
- 6.4 Failure to report or terminate conflicting outside employment may result in disciplinary action, up to and including termination.
- 6.5 In accordance with City policy E-6: *Transitional Duty*, an employee may not participate in secondary employment, including self-employment or second jobs, requiring physical abilities more demanding than the employee’s transitional employment or that include responsibilities exceeding the restrictions imposed on the employee’s City employment.
- 6.6 An employee may request that they be permitted to use accrued leave time for an injury sustained while engaged in outside employment; however, the City will not provide coverage under its Workers’ Compensation Program for illness or injury sustained during outside employment.

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Appendix A

Application for Employee Outside Employment

Name \_\_\_\_\_ Employee ID# \_\_\_\_\_ Dept/Div \_\_\_\_\_

Department Head \_\_\_\_\_

On the basis of the following considerations, I request approval of the following outside employment:

Name of Outside Employer \_\_\_\_\_

Nature of Business \_\_\_\_\_

Describe the duties you expect to perform:

What time frame do you expect to work?

Days of the Week \_\_\_\_\_ From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

Total hours of outside employment per week \_\_\_\_\_

Application is made with the understanding that I will not be called off my City of Wilson job during working hours for the performance of any outside employment. I also understand that no leave without pay will be granted for the purpose of outside employment.

I have reviewed the City of Wilson’s policy governing outside employment. The outside work for which I am applying is consistent with the City’s policy.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Head Approval Signature \_\_\_\_\_ Date \_\_\_\_\_