

Outside Employment Policy

City of Dunedin, Florida

PURPOSE:

To provide a policy which allows employees to engage in outside employment while providing quality service to the citizens of Dunedin. Employees of the City are discouraged but not precluded from engaging in other employment during their off-duty hours. However, the following conditions shall apply:

POLICY:

1. City employment shall be considered the primary employment and no employee may engage in outside employment which would interfere with the interest of the City service.
2. Outside employment often has negative effects on City pension programs, health insurance costs, quality of job performance and similar conflicts with an employee's primary duties to the public. Citizens of Dunedin should not be expected to accept this kind of burden for another employer.
3. Because of the fact that any outside employment-related injuries will have an immediate negative effect on an employee's availability for work in the City service and thus causes job accomplishment delays or rescheduling of work of other employees or the exposure to overtime costs for the citizens of Dunedin, any such outside employment-related injury may require the termination of outside employment.
4. The City expects employees to be physically and mentally fit to perform their assigned duties. Therefore, the time lapse between the conclusion of outside employment and the commencement of the work period with the City shall not be less than eight (8) hours.
5. The total number of hours of outside employment will not interfere with an employee's performance of their City duties.
6. No City equipment, uniforms, vehicles, supplies, or other City property may be used in conjunction with outside employment.
7. No outside employment, preparation for outside employment or making arrangements for outside employment will occur during City work hours.
8. There will be no solicitation for outside employment by a City employee during City work hours. When arrangements are made for outside employment, the City employee will make it clear to the prospective employer that the City employee will not be acting in his or her role as a City employee.

9. The City employee will obtain all licenses and all permits necessary for any work to be done by the City employee.
10. The City employee will not make any arrangements or participate in any process in which referrals for outside employment are accepted by the City employee or any request for such referrals made to another City employee.
11. The City employee will insure that there is no possible conflict between the City employee's work for the City and outside employment. The City employee will not enter into any type of outside working arrangement that could be viewed as a temptation for the City employee to behave inappropriately.
12. No person with a City job that involves inspections, code enforcement or similar activities will work in a job that could conflict with the City job that the City employee performs.
13. Employees are servants of the public and must remember that quality service will be provided to the residents of Dunedin at all times.
14. Any violation of this Outside Employment Policy will subject the City employee to the provisions of the City's Progressive Discipline Policy.

Effective Date of Policy: July 1, 1998
Revised: June 1, 2008

APPROVED:

Director of Human Resources & Risk Safety

Date

City Manager

Date