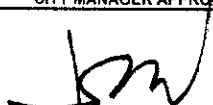




ADMINISTRATIVE MEMORANDUM

SUBJECT		1 OF 4		
OUTSIDE EMPLOYMENT				
SECTION NO.	INDEX NO.	ISSUE DATE	REVISION DATE	CITY MANAGER APPROVAL
200	68.0	10/30/14		

PURPOSE:

The purpose of this policy is to establish guidelines to be followed by City employees who engage in outside employment or business activity for compensation. The intent is to avoid actual or perceived conflicts of interest that arise because of secondary employment. This policy is not intended to replace departmental policies on outside employment that may be presently in effect.

POLICY:

It is the City's policy that employees may engage in outside employment or business activity for compensation following notice to their Department Head. However, consistent with the provisions of Government Code 1126, the Department Head expressly reserves the right to deny any Outside Employment Application submitted by an employee seeking to engage in the following activities:

- Receive compensation for work performed within the Buena Park City limits.
- Involve work that will be subject to inspection or enforcement by the City of Buena Park.
- Interfere with the employee's ability to perform their regularly assigned duties for the City of Buena Park.
- Involve the time demands as would render performance of his/her duties as a City employee less efficient.
- Require special consideration for scheduling work hours at the City of Buena Park due to administrative difficulties.
- Require or permit utilization of work products (i.e., plans, specifications, procedures, software programs, manuals, telephones, computers, vehicles, City equipment, etc.) developed by City employees or consultants engaged by the City.
- Adversely affect, be in conflict with, or be incompatible with their City duties.



ADMINISTRATIVE MEMORANDUM

SUBJECT

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OUTSIDE EMPLOYMENT

SECTION NO.	INDEX NO.	ISSUE DATE	REVISION DATE	CITY MANAGER APPROVAL
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200	68.0	10/30/14		
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- Involve the use for private gain or advantage of his/her City time, facilities, equipment and/or supplies; or the badge, uniform, prestige, or influence of his/her City employment.

APPEAL:

If an employee's Outside Employment Application is denied by the Department Head, the employee may file a grievance pursuant to the procedure set forth in the current Memorandum of Understanding (MOU).

PROCEDURES:

Employees who are considering outside employment for compensation must notify their supervisor and/or department head, in writing, on a form provided by the Human Resources Department, of their interest.



ADMINISTRATIVE MEMORANDUM

SUBJECT

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OUTSIDE EMPLOYMENT

SECTION NO.	INDEX NO.	ISSUE DATE	REVISION DATE	CITY MANAGER APPROVAL
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I, _____ am reporting the following information regarding my outside employment to avoid actual or perceived conflicts of interest. I acknowledge that I will update my immediate supervisor when my secondary employment has ended or changed.

I have secondary employment as follows:

Name of Business:

Address:

Position:

Hours/Days

Worked: _____

Date: _____

Nature of
Work:

Additional
Information:



ADMINISTRATIVE MEMORANDUM

SUBJECT

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OUTSIDE EMPLOYMENT

SECTION NO.	INDEX NO.	ISSUE DATE	REVISION DATE	CITY MANAGER APPROVAL
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Employee Name

Employee Signature

Date

Department Head

Comments: _____

Department Head Acknowledgement Date