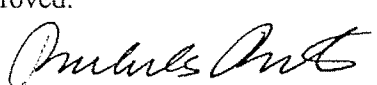
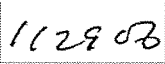


Subject: Outside Employment	Departmental Policy No. 3-14	
	Effective: Upon Approval	
<p>I. Purpose</p> <p>To ensure that Department employees do not engage in work activities outside their City position that are detrimental to, or in conflict with the performance of their duties as a City worker.</p> <p>II. Scope</p> <p>This policy applies to all Department of Public Works and Engineering employees and supersedes any previous Departmental policy, procedure or directive.</p> <p>III. Policy</p> <p>Policy basis, Sect. 14-173 Code of Ordinances, COH Policy 108.00</p> <p>The Civil Service commission will not permit any member of any department to contract for, or be engaged in, any work of any kind after regular working hours for compensation, unless specifically authorized to do so by his department head. The department head will be required to maintain in his office a permanent record of all outside employment which has been authorized.</p> <p>IV. Policy Amplification</p> <p>The City recognizes the right of its employees to do as they please outside of regular working hours and to use their skills and knowledge to supplement their incomes. However, employee rights must be balanced against the City's need for full productivity during working hours and for employee commitment.</p> <p>In considering requests to allow outside employment, the Department shall be guided by the following:</p> <ul style="list-style-type: none">• Whether the outside employment will in any way lessen the employee's efficiency in working for the Department (i.e. Employees falling asleep and/or repeatedly tardy to work);		
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- Whether the outside employment is with a City contractor or sub-contractor which may put the employee in a conflict of interest situation (i.e., employees will not work for a contractor or subcontractor that does business with the City of Houston);
- Whether the nature of the outside employment will adversely affect or impact the employee's capacity to perform his or her responsibilities with the Department (i.e., if an employee is on call and/or is assigned a home storage vehicle - the outside employment must not interfere with his/her ability to respond to the City call);
- Public Works and Engineering employees will not work on the construction or remodeling of a building that is subject to City inspection of the construction (i.e., including work in the City's extra-territorial jurisdiction) ;
- Public Works and Engineering employees will not work for or pull a permit under any license holder for work that is subsequently subject to City inspection (i.e., including work in the City's extra-territorial jurisdiction) ;
- Public Works and Engineering employees who are licensed attorneys will not represent defendants against the City of Houston;
- Technicians or engineers shall not work on construction plans or specifications for projects that will be subsequently submitted to the City for approval;
- Must be in compliance with Department Attendance Policy.

It must be realized that employment with the City is the employee's primary responsibility. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, or refusal to work overtime. Should the outside employment cause or contribute to any of these situations, it must be discontinued or the employee will be subject to disciplinary action.

Employees who have accepted outside employment are not eligible for paid absences when the absence is the result of injury on the second job.

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Effective immediately, the attached Form A must be submitted to his/her supervisor who will forward the forms to the Deputy Director, subject to final approval. Notification of final approval will be made by the Director. Employees who wish to continue outside employment must submit these forms if their last authorization is more than one (1) year old.

Note: Annual renewal for Outside Employment Authorization will be approved by the Deputy Director.

V. Compliance

Adherence to the above is mandatory. Any employee who violates this policy may be subject to disciplinary action up to and including indefinite suspension.

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