



# CITY OF HOUSTON

## Administrative Procedure

Subject: **Outside Employment**

A.P. No:

**3-10**

Effective Date:

**September 23, 2011**

### 1. AUTHORITY

- 1.1 Article VI, Section 7a, of the Charter of the City of Houston; Section 14-173 of the Code of Ordinances, City of Houston, Texas.

### 2. PURPOSE

- 2.1 To establish policies and procedures regulating a City employee's outside employment.

### 3. SCOPE

- 3.1 This Administrative Procedure applies to all City of Houston employees.

### 4. DEFINITION

*Outside employment* - Income-generating work that is separate from the position currently held by the employee with the City of Houston. It is also referred to as a second job. It does not include U.S. military reserve assignments or duties.

### 5. POLICY

- 5.1 Employees may not accept or undertake outside employment activities, unless authorized by their department director.
- 5.2 This Administrative Procedure should not be construed as encouragement of outside employment by City employees.
- 5.3 Employee rights must be balanced against the City's need for maximum productivity during working hours and for employee loyalty.

### 6. PROCEDURE

- 6.1 Employees requesting permission to engage in outside employment shall submit Form CS75 (Attachment A, Form CS75) to their department director and any other individual whose signature is requested on the form.
- 6.2 The request shall state the name and address of the outside employer, the nature of the job, and the hours of employment.

Approved:

Date Approved:

09/23/2011

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- 6.3 The department director shall approve or deny the employee's request and furnish a written copy of the determination to the employee (Attachment A, Form CS75).
- 6.4 In considering requests to allow outside employment, department directors shall be guided by the following:
  - 6.4.1 Whether the outside employment will lessen the employee's efficiency in any way in working for the City; and
  - 6.4.2 Whether the outside employment will place the employee in a conflict of interest with the City.
- 6.5 The employee's primary occupation and responsibility is his or her current position with the City.
  - 6.5.1 Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, or refusal to work overtime.
  - 6.5.2 Should the outside employment cause or contribute to any of these situations, it must be discontinued or the employee may be subject to disciplinary action.
- 6.6 Employees who have accepted outside employment are not eligible for paid sick leave absence when the absence is the result of illness or injury related to outside employment.
- 6.7 At the discretion of the department director, an employee who has been injured while actively engaged in outside employment may lose the privilege of being allowed to engage in a second job.
- 6.8 Under no circumstances will a department director approve a request permitting a member of the department to hold an additional full-time or part-time position with the City that would deprive another person from regular employment.
- 6.9 The director will be required to maintain a permanent record of all outside employment requests that have been authorized or denied.
- 6.10 Policy exceptions and/or violations shall be brought to the attention of the Human Resources Director for review and recommended action.

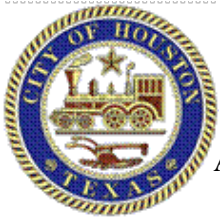
7. CONFLICT AND REPEAL

- 7.1 This Administrative Procedure supersedes Mayors Policy No. 108.00, Outside Employment, signed February 14, 1985, which shall be of no further force or effect.

8. ATTACHMENTS

- 8.1 Attachment A - Form A – Authorization to Contract and Engage in Outside Employment, Form CS75.

Attachment A  
Form A – Authorization to Contract and Engage  
in Outside Employment, Form CS75



# CITY OF HOUSTON AUTHORIZATION TO CONTRACT AND ENGAGE IN OUTSIDE EMPLOYMENT

Please indicate type of request:  New  Revision

## CITY OF HOUSTON EMPLOYMENT

Employee _____ (Last) (First) (MI)	Employee No. _____
Current Job Classification: _____	
Department _____	Division _____
Duties _____	

## OUTSIDE EMPLOYMENT (ANY INCOME PRODUCING ACTIVITY)

Employer _____	Address _____	Telephone _____					
Duties _____							
Days	Mon	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.
Beginning Hour(s) _____ a.m./p.m.	Ending Hour(s) _____ a.m./p.m.						
Holidays <input type="checkbox"/> YES <input type="checkbox"/> NO							

### Rules Governing Outside Employment

The City of Houston is a City employee's primary employer. Prior to accepting or engaging in outside employment, approval must first be obtained from the Department Director. Employees cannot engage in any business or professional activity which may impair their impartial judgment in the discharge of City of Houston employee's duties.

### EMPLOYEE AGREEMENT AND APPROVAL

I understand that the City of Houston does not wish to regulate my time outside working hours and that my job with the City is my primary occupational responsibility. My outside employment will in no way conflict or compete for my energy, mentally or physically, with my City employment nor will it create a conflict between the public trust held in my capacity as an employee with the City of Houston.

_____ Signature of Employee	_____ Date		
_____ Supervisor (if applicable)	_____ Date	_____ Division Manager (if applicable)	_____ Date
Outside Employment as Stated Above	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	
_____ Director	_____ Date		

Reasons for NOT approving: \_\_\_\_\_