

	<h1 style="color: blue;">City of Helena</h1> <h2 style="color: blue;">Personnel Policy</h2>	Policy number	8-5
		Original Adoption	02-09-1987
		Revision #	6
		Last revision date	October 2015
Section Title	Employee Ethics and Conduct		
Subject	Outside Employment		

This section covers regular full-time and regular part-time employees.

The City of Helena recognizes that some employees may need or want to hold additional jobs outside their employment with the City. Employees of the city are permitted to engage in outside work or hold other jobs, subject to certain restrictions based on reasonable business concerns. For purposes of this policy, self-employment is considered outside employment. If an employee's outside employment creates a conflict of interest, the employee may be asked to make the choice between the two positions. This policy outlines procedures for employees and supervisors in dealing with outside employment.

Employees who wish to work at jobs outside the City must submit a request for outside employment form to their supervisor. The form contains the following information:

1. Name, address and phone number of other employer.
2. Proposed hours to be worked.
3. Description of the work.

Such employment must be approved by the employee's supervisor, department head, the Human Resources Director and the City Manager. The statement will be filed in the employee's personnel file.

The City applies this policy consistently to all employees, and in compliance with all applicable employment and labor laws and regulations. The following rules for outside employment apply to all employees notifying their supervisors or managers of their intent to engage in outside employment.

1. Work-related activities and conduct away from the City must not compete with, conflict with or compromise the City's interests or adversely affect job performance and the ability to fulfill all responsibilities to the City. Employees are prohibited from performing any services for citizens of Helena that are normally performed by the City. This prohibition also extends to the unauthorized use of any City tools, equipment facilities and the unauthorized use or application of any confidential information. In addition, employees may not solicit or conduct any outside business during work time for the City.
2. City of Helena employees must carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problems at the City, the employee will be asked to discontinue the outside employment, and the employee may be subject to the normal disciplinary procedures for dealing with the resulting job-related problem(s).
3. In evaluating the effect that outside work may have on an employee's job performance and other job-related responsibilities, department heads and the Human Resource Department will consider whether the proposed employment:
 - May reduce the employee's efficiency in working for the City.
 - May adversely affect the City's image.
4. Employees who have accepted outside employment may not use City paid sick leave to perform work on the outside job.

5. Fraudulent use of sick leave or an employee's refusal to discontinue outside employment after being requested to do so by his or her department head or the Human Resource Department will result in disciplinary action up to and including termination of employment.

Apparel bearing the City's identification must not be worn while engaging in outside employment activities.