



CITY OF SAINT PAUL
POLICIES AND PROCEDURES

POLICY TITLE:	Outside Occupations <u>Employment and/or Activities</u>
POLICY NUMBER:	05.02
VERSION:	<u>32.0</u>
REVISED DATE:	July 17, 2017 <u>June 9, 2021</u>
REVIEWED DATE:	August 31, 2017
APPROVAL DATE:	March 22, 2018
EFFECTIVE DATE:	April 2, 2018
NUMBER OF PAGES:	<u>34</u>

A. OVERVIEW

- 1. Description and Purpose** - The purpose of this policy is to govern outside employment by City of Saint Paul (City) employees that may not be in the best interest of the City, may have an impact on delivery of essential service provided by the City, and/or may have a impact on the employee's attendance or work performance.
- 2. Applicability** – This policy applies to employees of the City.
- 3. Failure to Comply** - Failure to comply with this policy may result in disciplinary action in accordance with any and all disciplinary policies of the City.

B. POLICY AND PROCEDURE

1. The City shall apply this policy consistently and without discrimination to all City employees, and in compliance with all applicable employment and labor laws and regulations.
2. City employees may not engage in any outside employment or business which could hinder or impair their performance or behavior while performing duties for or on behalf of City. Thus, the City requires that prior to engaging in any outside employment activities, that the employee complete a Request for Outside Employment Approval Form from the Human Resources Division and that the request be approved.
- 3. Outside Employment is Secondary**
 - a. Any outside employment is secondary to the employee's relationship with the City. Outside activities, vocational or otherwise, may not interfere with proper performance of City employment. Employees should report to work on time, refreshed and ready to their workday/work schedule.
- 4. City Interests**
 - a. Outside employment may not compete, in any way, with City employment or objectives. Nor may conflict with or compromise of City's interests, including any weakening of confidentiality, be a result of a City employee's outside employment obligations. Outside employment may be denied if it will jeopardize the health and safety of the City's residents.
- 5. Job Performance**
 - a. The ability to fulfill all responsibilities to City remains the priority. Outside employment will not be considered an excuse for poor job performance, unprofessional behavior, absenteeism, tardiness, leaving early, refusal to travel, refusal to work

overtime or different or varying hours, or being on-call if required by the employee's job description.

6. Outside Employment During the Workday/Work Schedule

- a. No City employee shall conduct work or accept any form of compensation from anyone for outside employment related work during their workday or while on City property.

7. Use of City Property

- a. Employees may not use City property for any purpose that does not relate to the business of the City.

8. Solicitation

- a. City employees may not solicit or conduct any outside business during their workday/work schedule or while on City property.

9. Discontinuation of Outside Employment

- a. If outside work activities causes or contributes to job-related issues for the City, the employee may be asked to discontinue the outside employment relationship.

10. Use of Leave

- b. Employees may not use their accrued sick leave to perform work for another employer.
c. Employees may use their accrued annual leave to perform work for another employer unless specifically approved by the City. if outside employment is approved.

~~1. Occupations or outside activities which are incompatible with City employment or adversely affect the performance of City duties, are discouraged. This does not include participation in community sponsored events, service on a board or council, or part-time jobs providing supplemental income. Work schedules, job duties or other arrangements may be made to allow activity. The judgement of incompatibility shall be made by and at the full discretion of the City Manager.~~

11. Employment Agreements

- a. Employment ~~contracts~~ agreements may prohibit outside ~~occupations~~ employment for executive level positions (e.g. City Manager and Department Directors).

12. Outside Employment During State of Emergency/Disaster

- a. During a state of emergency or disaster as declared in accordance with City Code of Ordinance 8.15, the City may elect to not approve outside employment by City employees so that City resources can be deployed to address the emergency or disaster.

b. COVID-19 Vaccination

- i. The City shall require all City employees that are approved for outside employment to be fully vaccinated for COIVD-19 prior to engaging in outside employment.
a.—

OUTSIDE EMPLOYMENT
POLICY NUMBER 05.02

- ~~2. An employee participating in outside activities or other employment considered to be incompatible with City employment or that which adversely affects his performance of City duties will be subject discipline.~~

C. FORM(S)

- ~~1. Request for Outside Employment Approval Form~~None.

D. REFERENCE(S)

- None.

E. DEFINITION(S)

- “Outside employment” means employment entered into in addition to employment with the City in which the City employee received direct compensation from another employer.
- “fully vaccinated” means a person for whom it has been at least two weeks since receiving a) the second dose of a two-dose series; or b) a single dose of a Federal Drug Administration authorized vaccine.
- ~~1. None.~~

F. POLICY HISTORY

- ~~This is a new policy~~ policy replaces version 2 of this policy which was effective on April 2, 2018.