



**Administrative Regulations
Office of the Mayor**

Title: OUTSIDE EMPLOYMENT

A.R. Number: 5.5 **Effective Date:** 2/1/2007 **Page:** 1 of 2

Supersedes: Outside Employment **A.R.:** 5.5 **DATED:** 12/13/2005

I. PURPOSE

The City of Richmond has no intention of regulating what employees do during their own time away from work as long as such activities do not represent a conflict of interest, or a legal liability to the City. Therefore, this policy is issued for the protection of both the employee and the City.

II. POLICY

City employees shall not engage in any employment, activity or enterprise which has been determined to expose the City to legal liability for acts of negligence growing out of such outside employment, or to be inconsistent, incompatible, or in conflict with the duties, functions, or responsibilities of their City employment. In addition, in the event that such outside employment activity or enterprise interferes with the employee's performance, attendance, promptness, ability to work overtime or emergency hours, the employee may be required to discontinue it.

Outside employment is defined as that employment which is outside the normal job for which an individual is employed by the City (this includes self-employment).

III. PROCEDURE

1. The employee may not use his/her City position as a referral for outside employment. For example, a Utility Gas Inspector cannot indicate to a customer that something is wrong with a gas furnace and then refer the customer to the Inspector's self-employment business.
2. City telephones, equipment, facilities, supplies, etc. shall not be used as a support mechanism for employees relating to secondary employment. For example, a mechanic engaged in secondary employment may not use City tools or facilities for such employment.
3. Employees shall not wear a City uniform or any other articles of clothing or accessories with a City logo to their secondary employment. Police officers with an approved off-duty employment assignment which is conditioned on the actual or potential use of law enforcement powers shall wear their standard police uniform and all issued equipment.
4. Employees may not use beepers, pagers, or other electronic devices for secondary employment while on duty. For example, a Police Officer who has a private security job may not carry and use a beeper for purposes of secondary employment while on duty.
5. Employees shall not engage in any outside employment during on duty hours. This includes the sale of products, consulting, or scheduling appointments to meet with customers.
6. Employees who are on injury leave, sick leave, receiving Worker's Compensation or who are on light duty shall not engage in outside employment.
7. No paid political consulting will be permitted at any time.
8. Employees are required to seek written approval of the CAO or his designee prior to engaging in any outside employment, activity or enterprise. A copy of such approval will be actively maintained in the employees City personnel files. The absence of said approval from the employees City personnel files shall create a presumption that the employees failed to obtain the written approval required in this section.
9. Employees will be required to sign a statement of ethics at the time of employment. All current employees will be required to sign a statement of ethics at the beginning of the performance evaluation period.



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IV. RESPONSIBILITY

It is the responsibility of each Department/Agency Director to ensure that each employee is aware of, and understands the content and effect of this policy. Particular attention should be given to communicating all aspects of this policy to new and prospective employees.

V. REGULATION UPDATE

The Office of the Mayor and the Department of Human Resources shall be responsible for modifications to this Policy.

APPROVED:

MAYOR