

## OUTSIDE EMPLOYMENT

No **Full-Time** employee of the Town of Ashland City shall accept any outside employment without prior written authorization from the **Mayor, the employees Department head, and Human Resources** before undertaking any outside employment.

The Mayor or Department head shall not grant such authorization if the work is likely to interfere with the satisfactory performance of the employee's duties, or is incompatible with the employee's municipal employment, or is likely to cause discredit upon or create embarrassment for the Town of Ashland City.

Before outside employment begins, employees must present a written request describing the work to be performed. **This form will be placed in the employees personal file.**

**Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early.**

**In addition, employees who have accepted outside employment may not use paid sick time to work on an outside job.**

**If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action up to and including termination.**