

SECONDARY EMPLOYMENT AGREEMENT

This Secondary Employment Agreement is between Brianna Hoxie, employee of the City of New Meadows, hereinafter referred to as "Employee" and the City of New Meadows, hereinafter referred to as "City". This agreement shall be reviewed and accepted by the Mayor and City Council of New Meadows, Idaho and placed in Employee's personnel file.

Employee has requested to engage in the following secondary employment:

The Boardroom at Wilsons Lounge
Bar tending only in the afternoons.

The secondary duties may occur during hours normally scheduled for employee to work for the City.

Employee will not allow the requirement of their job as a City Employee to suffer or put other employees or citizens of the City of New Meadows in danger or jeopardy by taking care of the responsibility of their secondary employment.

If there are time-sensitive activities that need to be accomplished in the course of Employee's employment with the City, any secondary employment activities will take second place to City deadlines.

When Employee takes care of Secondary Employment activities during normal scheduled City employment hours, a City staff member, Mayor or other City official shall be made aware of their absence.

Emergency situations shall be reviewed on a case-by-case basis, but Employee shall maintain primary regard for the needs of the City when an emergency arises.

Employee shall not use City tools and equipment to accomplish secondary employment activities.

Employee shall not share or make use of official information that is confidential or not available to the general public except by request while performing secondary employment.

Appendix G – Secondary Employment Agreement

Employee shall not use their position or title with the city in order to advance or increase their secondary employment work opportunities. This includes advertising or soliciting secondary employment opportunities during City employment time or using City property or equipment (i.e. giving out secondary employment business cards while on-the-clock as a City employee).

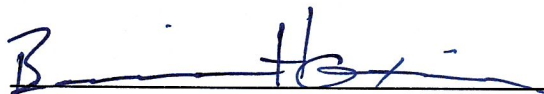
When secondary employment is in the form of self-employment, the Employee shall have at least one other person who is available to take care of potential business needs if the Employee's City responsibilities conflict with the needs of the self-employment business.

If the Employee's responsibilities to the City cannot be performed during regularly scheduled business hours because of the needs of secondary employment, the Employee shall work after hours – without overtime pay – to accomplish the responsibilities required by the City.

Secondary employment which results in a decrease in hours worked for the City of New Meadows and inability to complete tasks in a timely manner shall be reviewed to determine if this agreement has been compromised.

Failure to comply with this agreement shall result in a review by the City Council and Mayor of New Meadows to determine if secondary employment continues to fall within the parameters of the Secondary Employment Policy of the City of New Meadows.

I agree that the description of secondary employment written above is correct and agree to abide by the terms of this agreement. Should there be a change in secondary employment, I agree to let the City Council and Mayor know immediately. I understand that this agreement may be reviewed periodically to ensure compliance.



Employee

10-17-23

Date

Mayor

Date

Approved by New Meadows City Council on _____.