

CITY OF RICHLAND CENTER

AGENDA ITEM DATA SHEET

Agenda Item: Outside Employment Policy

Requested by: Ashley Oliphant

Meeting Date: Personnel Committee on 8/26/2025

Background:

The attached policy outlines guidelines for employees seeking or engaging in outside employment to ensure there are no conflicts of interest, adverse impacts on job performance, or violations of City ethical standards. This policy aims to:

- Clarify expectations regarding secondary employment.
- Establish a clear process for disclosure and approval of outside employment.
- Protect the integrity of City operations and resources.

This policy reflects current best practices and aims to provide clarity for both employees and management while mitigating potential risks associated with outside employment.

Requested Action:

Motion to adopt the Outside Employment Policy as presented.

Attachments: Proposed Outside Employment Policy and Outside Employment Request Form