
OUTSIDE EMPLOYMENT

SECTION 1. PURPOSE

The City of Richland Center recognizes that employees may wish to engage in outside employment or business activities. This policy is established to ensure that any outside employment does not create a conflict of interest, interfere with the employees' ability to perform their duties effectively, or reflect negatively on the City.

SECTION 2. SCOPE

This policy applies to all non-represented full-time and part-time employees of the City of Richland Center, regardless of their position or department.

SECTION 3. POLICY

Requirements for Approval: All City employees are required to obtain written approval from the City Administrator before accepting any form of outside employment, including but not limited to, part-time jobs, self-employment, consulting work, or any business activity for financial gain.

1. Application Process:

- a. Employees seeking to engage in outside employment must complete an "Outside Employment Approval Request" form, available from the City Administrator's office.
- b. The form must be submitted to the City Administrator for review and approval at least ten (10) business days prior to the intended start date of the outside employment.
- c. The form must include a detailed description of the proposed outside employment, including the nature of the work, the employer or business name, the hours and days of work, and any other relevant information.

2. Criteria for Approval: The City Administrator will review each request and, as part of this process, will consult with the applicable department head. Review will be based on the following criteria:

- a. **Conflict of Interest:** The outside employment must not create a conflict of interest, either actual or perceived, with the employee's duties and responsibilities to the City. This includes activities that may compete with the City or use City resources or proprietary information.
- b. **Impact on Performance:** Outside employment must not negatively impact the employee's ability to perform their job duties for the City, including their availability, alertness, and work quality. The combined working hours of City and outside employment should not be excessive and must comply with any legal requirements regarding working hours.
- c. **Risk to City Reputation:** Outside employment must not reflect unfavorably on the City or compromise public trust in City government.

3. Approval and Denial:

- a. The City Administrator will provide a written response to the employee, either approving or denying the request.

- b. Approval may be granted with specific conditions or limitations to mitigate potential conflicts or performance issues.
 - c. If a request is denied, the City Administrator will provide the employee with a written explanation for the denial.
4. **Reporting Changes:** Employees must notify the City Administrator of any significant changes to their approved outside employment, including a change in hours, duties, or employer, and may be required to submit a new approval request.
5. **Violations:** Failure to comply with this policy, including engaging in outside employment without prior approval or misrepresenting the nature of outside employment, may result in disciplinary action, up to and including termination of employment.
6. **Existing Outside Employment:** All current employees with existing outside employment must submit a "Outside Employment Request" form for review and within 30 days of this policy's effective date. If an existing outside employment arrangement is found to be out of compliance with this policy, the City Administrator will work with the employee on a case-by-case basis to determine a path forward. Where reasonable adjustments can be made to mitigate noncompliance, they will be considered. However, in some cases, full compliance with the policy may be required.

SECTION 4. RESPONSIBILITIES

- **City Administrator:** Reviews all requests, consults with department heads, and works with employees to address noncompliance.
- **Department Heads:** Consults with the City Administrator on how outside employment might affect their staff and department.
- **Employees:** Must understand this policy, seek prior approval for all outside employment, and report any changes.

SECTION 5. REVIEW AND AMENDMENT

This policy shall be reviewed and amended by the City Administrator as needed.

SECTION 6. EFFECTIVE DATE

This policy takes effect on August 26, 2025.

ADOPTED by the Personnel Committee of the City of Richland Center on this 26th day of August by the following votes: AYES __, NOS __.