

I. PURPOSE

The purpose of this administrative directive is to promote trust, ensure high quality services to our customers and provides guidelines regarding outside employment by City employees.

II. POLICY

The policy covering outside employment is specified in Rule XXIV, Section 2, of the Municipal Civil Service Rules of the City of San Antonio. Outside employment is permissible if it does not adversely impact the employee's City work, is in accordance with the City Code of Ethics, and does not create a conflict of interest with the employee's City job.

This administrative directive applies to all employees to include civil service, non-civil service, and uniformed personnel. Uniformed personnel may also be subject to provisions of their collective bargaining agreements and TCLEOSE certification requirements related to outside employment.

III. DEFINITION

Outside Employment – additional employment, including self-employment and contract labor, performed by a City employee apart from his/her official assigned duties and required duty time for which outside compensation is received.

IV. POLICY GUIDELINES

- A. Employees must obtain written approval from their supervisor and Department Director or designee prior to engaging in *outside employment*.
- B. Outside employment of all Officials and Administrators shall require approval by City Manager's Office.
- C. A copy of such written approval will be forwarded to the Human Resources Department for inclusion in the employee's personnel File (201 File).
- D. Employees performing *outside employment*, contrary to provisions of this administrative directive, may be subject to disciplinary action up to and including termination.
- E. Department Directors may cancel authorization for *outside employment* at any time when circumstances indicate a possible conflict with this Administrative Directive. The employee and the Human Resources Department must be notified if approval for *outside employment* is withdrawn.
- F. Employees engaging in *outside employment* shall be ineligible to receive Worker's Compensation or short term disability payments under the City's Workers'

Compensation or short term disability plan when illness, injury or disability results from *outside employment*.

- G. Employees shall not engage in any *outside employment* related business and/or activity on City-time and using City equipment, supplies, staff or facilities.
- H. *Outside employment* may not interfere with the employee's performance of functions for the City of San Antonio.
- I. Employees must avoid any schedule conflicts and report to work with the City in the event of any conflict in their *outside employment* work schedules.
- J. Employees may not engage in any *outside employment* that creates a conflict of interest with their City employment or that creates a justifiable impression that such a conflict of interest may exist.
- K. Each full-time employee's position with the City must be the employee's primary employment, and these functions must take precedence over all *outside employment*.
- L. Employees may not use confidential information obtained through their position as a City employee to benefit their *outside employment* or for any other purpose other than as required by their regularly assigned duties as a City employee.
- M. Employees who engage in *outside employment* will not use the City of San Antonio name in such a manner that suggests institutional endorsement.

V. RESPONSIBILITIES

A. Employees

Employees must follow this administrative directive and must submit the attached form, "Outside Employment Authorization," Attachment A (also found at <http://cosaweb/isd/formnet>) to the Human Resources Department prior to initiating an engagement in Outside Employment and at the beginning of each fiscal year. A separate approval for each outside employment, and/or each change from the original approval is required.

All employees will receive a copy of this Administrative Directive and shall sign an Acknowledgment Form (Attachment A) for receipt.

Employees shall consult with the City Attorney's Office for questions related to violations of the City's Code of Ethics in outside employment.

Effective Date: June 9, 1980

Revision Date(s): June 1, 2007

B. Departments

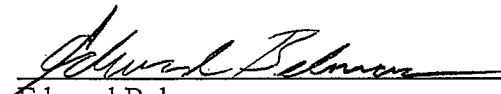
Department Directors must assure adherence to this administrative directive and ensure that employees requesting permission for *outside employment* follow the procedures of this administrative directive.

C. Human Resources Department


The Human Resources Department shall maintain all signed Outside Employment Authorization Forms.

This directive supersedes all previous correspondence on this subject. Information and/or clarification of this administrative directive may be obtained by contacting the Human Resources Department.

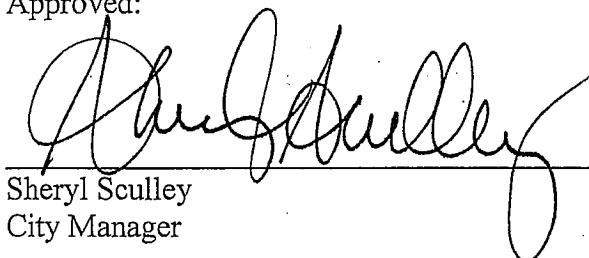
Questions relating to conflict of interest should be referred to the City Attorney's Office in consultation with the Human Resources Department.


 _____ 5/31/2007
 Edward Belmares Date
 Human Resources Director

Approved:


 _____ 6/6/07
 Sharon De La Garza Date
 Assistant to the City Manager

Approved:


 _____ 6-11-07
 Sheryl Sculley Date
 City Manager



CITY OF SAN ANTONIO

EMPLOYEE ACKNOWLEDGMENT FORM FOR

ADMINISTRATIVE DIRECTIVE 4.47 OUTSIDE EMPLOYMENT Effective June 1, 2007

Employee:

I acknowledge that on _____, 20____, I received a copy of Administrative Directive 4.47, Outside Employment, and I received an overview of this policy from my supervisor/trainer.

Employee Name (Print)

Department

Employee Signature

SAP Employee ID Number

Supervisor/Trainer:

I certify that on _____, 20____, I provided the above employee with a copy of this administrative directive and an opportunity to ask questions.

Supervisor/Trainer (Print)

Supervisor/Trainer Signature