

TOWN OF PRESCOTT VALLEY
POLICIES AND PROCEDURES

Subject: OUTSIDE EMPLOYMENT/ BUSINESS ACITIVITY DISCLOSURE	File Under Section: PERSONNEL	
Effective Date: September 23, 2002 Res. No. 1117, 8/22/2002	Number: 2-35	Page: 1 of 3
Supersedes: Res. No. 379, 2/28/1991 Prior Personnel Manual	Approved By: Anthony J. Mortillaro Town Manager Date: <u>9/26/02</u> JS	

1.0 POLICY

- 1.1 Inasmuch as the citizens of the Town of Prescott Valley expect high performance and loyalty from its public employees, it is the policy of the Town to require its employees to disclose any outside employment or business activity. Outside employment includes self-employment, hourly/salaried employment or a sole proprietor business.
- 1.2 This policy shall also apply to any unpaid outside activity that may pose a potential conflict of interest. Unpaid outside activities include serving as an advisor or consultant to any individual or organization who stands to benefit in the conduct of business with the Town.

2.0 PURPOSE

- 2.1 The purpose of this policy is to identify the types of outside employment or business activity that is expressly prohibited by the Town. In addition, this policy establishes the procedure whereby employees notify or disclose to the Town, and obtain approval to commence, any outside employment or business activity.

3.0 APPLICABILITY

- 3.1 All Town of Prescott Valley employees.

4.0 REFERENCE

- 4.1 Prescott Valley Police Department General Orders

5.0 CONFLICTING EMPLOYMENT

- 5.1 A Town employee shall not accept employment from any person, firm, partnership, corporation or any other business entity under contract with or otherwise employed by the Town in any capacity.
- 5.2 A Town employee shall not be beneficially interested, directly or indirectly, in any contract which may be made by, through, or under the supervision of such employee, in whole or in part, or accept, directly or indirectly, any compensation, gratuity, or reward in connection with such contract from any other person beneficially interested therein.
- 5.3 To provide assistance to employees in determining whether outside employment activity is in conflict with this policy, the following guidelines are provided as examples of conflicts.
 - 5.3.1 Any work within the corporate limits or utility service area that is subject to review or acceptance by the Town such as surveying, sewer installation, water service installation, geometric design, engineering or building inspection.
 - 5.3.2 Any work on a system owned and/or operated by the Town or under contract or construction for the Town.
 - 5.3.3 Any work that interferes with the availability of an employee for performance of assigned duties during emergency or overtime conditions.
 - 5.3.4 Any work that interferes with normal productivity and attentiveness during working hours.
 - 5.3.5 Any work that utilizes Town telephones, computers, supplies, or any other resources, facilities or equipment.
 - 5.3.6 Any work that involves the unauthorized use or application of Town-obtained information.
 - 5.3.7 Any work that involves soliciting other employees.
 - 5.3.8 Any work that may reasonably be perceived by members of the public as a conflict of interest or otherwise discredits public service.

6.0 PROCEDURE

- 6.1 Notification/Disclosure of Outside Employment or Business Activity
 - 6.1.1 Notification/disclosure forms are available from the human resources department. The form must be completed so as to include any pertinent information about the outside employer or self-employment, the nature of the job or business activity, and the hours of employment.

- 6.1.2 Notification/disclosure forms must be approved before the employee engages in the outside employment or business activity. A new form must be completed every time an employee changes outside employment or business activity.
- 6.1.3 On an annual basis, department heads and certain managers, professionals and technical experts shall acknowledge by signature their understanding of and adherence to this policy.
- 6.1.4 Final approval for an employee to commence outside employment or business activity is subject to the review or approval by the Town Manager or his/her authorized designee. A copy of the approved form will be retained in the employee's personnel file.
- 6.2 An injury incurred while engaged in outside employment or business activity must be reported to the employee's supervisor prior to the employee's next scheduled working day or sooner, if possible. The supervisor shall be responsible for properly documenting that the injury occurred off the job.

7.0 GROUNDS FOR DISCIPLINARY ACTION

- 7.1 Employees are cautioned to consider carefully the demands that additional work activity will create before requesting permission to seek, accept, or commence outside employment or business activity. Outside employment or business activity will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.
- 7.2 Employees may be subject to the full range of disciplinary action for the following.
 - 7.2.1 Engaging in any activity listed in section 5.0 above.
 - 7.2.2 Failure to disclose outside employment or business activity.
 - 7.2.3 Engaging in outside employment or business activity while on approved leave for injury, illness, or disability, while absent under the Family/Medical Leave Act, or any other fraudulent use of benefits provided by the Town.
 - 7.2.4 Failure to discontinue outside employment or business activity when deemed by the Town to cause or contribute to job-related problems.