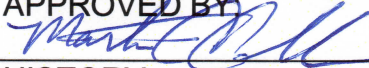
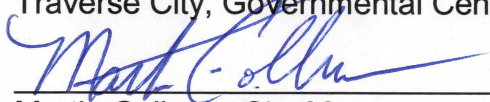
	CITY OF TRAVERSE CITY PERSONNEL POLICY TITLE:	POLICY NO: 229-P
	Secondary Employment	SUBMITTED BY: P. Hill, L. Tribble-Laucht, K. Bosley
		APPROVED BY: 
Adopted Date: Effective Date: Supersedes No: Procedure Reference No: 229-P Page 1 of 3	HISTORY: Initial Adoption Date: Amended Date: Amended Date:	

I hereby certify that this Policy was authorized by the City Manager for the City of Traverse City, Governmental Center, 400 Boardman Avenue, Traverse City Michigan.


2/8/2018

Martin Colburn, City Manager Date

- I. Purpose:
 The City of Traverse City recognizes that some employees may want or need to obtain additional employment outside their employment with the City of Traverse City. This policy is to ensure that any secondary employment does not interfere with the employee's performance or ability to meet the City of Traverse City's employment requirements as may be modified from time to time.


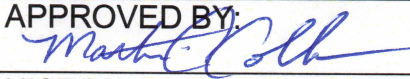
- II. Additional Authority
 City Charter, Chapter V Section 39

- III. Scope/Applies to
 All Departments Except Police Department, All Employees

- IV. Responsibility
 The City Manager, through the Human Resources Department, is responsible for the implementation of this policy and for the development of and administration of the corresponding procedure.

- V. Definitions/Acronyms
City Employee: a person performing services for or holding an office, position, or employment with the City of Traverse City whether by election, appointment, contract of hire or engagement, serving with compensation, on a full, regular, part-time or intermittent basis.

Compensation: any money, thing of value, or economic benefit conferred on or received by any person in return for services rendered or to be rendered by himself/herself.


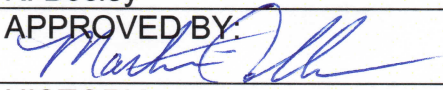
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Conflict of Interest: a situation in which a person has a duty to more than one person or organization, but cannot do justice to the actual or potentially adverse interests of both parties. This includes when an individual's personal interests or concerns are inconsistent or contrary to those of the employer(s).

Secondary Employment: any employment which a City Employee chooses to engage in beyond his/her City of Traverse City employment. Secondary Employment includes full or partial ownership in a private business.

VI. Policy Statement

- a) City employees are required to disclose any secondary employment to their immediate supervisor, and **must obtain prior approval** to perform outside work or hold another job through a secondary employer.
- b) City employees' primary employment responsibilities are the employees' primary responsibilities. Secondary employment will be regarded as subordinate to regular City employment, and must not interfere with the employee's availability for emergency or call-in duty.
- c) City employees shall not engage in any secondary employment or business which could embarrass the City Government, be incompatible with or create, whether directly or indirectly, a conflict of interest with their City employment, or conflict with their efficiency as a City Employee.
- d) City employees shall not engage in any secondary employment or business which could adversely impact, in any way, the employee's ability to perform all of the employee's expected duties, to make decisions, and carry out in an objective fashion the responsibilities of the employee's City employment.
- e) City employees are cautioned to carefully consider the demands that additional work activity will create before accepting secondary employment. Secondary employment 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. If secondary employment causes or contributes to job-related problems at the City of

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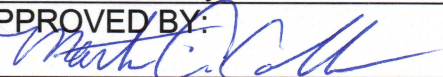
Traverse City, the employee will be asked to discontinue the secondary employment, and the employee may be subject to disciplinary action with respect to the job-related problem(s).

- f) City employees shall not solicit or conduct any business for the secondary employer during work time for the City. No City resources such as, equipment, tools, or confidential information may be used in performing services for the secondary employer.
- g) No City employee shall accept compensation from anyone for work done during the time for which he or she is being compensated by the City.

VII. Penalty for Violation

Any employee who violates this policy shall be subject to the disciplinary process, up to and including termination of employment.

Employees responsible for the implementation and administration of this Policy shall follow Procedure No. 229-P.

	CITY OF TRAVERSE CITY PROCEDURE TITLE:	PROCEDURE NO: 229-P
	Secondary Employment	SUBMITTED BY: P. Hill, L. Tribble-Laucht, K. Bosley
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PROCEDURE

I. Application:

Immediately upon hire, and annually thereafter, by January 31 of each year, any employee who wishes to obtain secondary employment (as defined in Policy No. 229-P) must complete a *Request for Approval of Secondary Employment* form (the "form") provided by the City of Traverse City, and submit it to the Human Resources Department of the City of Traverse City.



For those employees who have existing secondary employment as of the effective date of this policy, a *Request for Approval of Secondary Employment* form must be completed and submitted to the Human Resources Department of the City of Traverse City within thirty (30) days of the effective date of this policy.

Any questions about whether or not an employee is required to complete the form shall be directed to the Human Resources Director.

II. Review:

The Human Resources Director, or his or her designee, will review the completed Request for Approval of Secondary Employment form with:

- a. the City Attorney, to ensure that there will be no conflict of interest resulting from the proposed secondary employment. The City Attorney shall mark YES or NO as applicable, with YES meaning there is no conflict and approval is recommended, and with NO meaning there is a conflict and approval is not recommended, and sign in the designated space on the form.
- b. the employee's Department Head, to determine whether or not the proposed secondary employment may adversely impact the employee's ability to perform all of the employee's expected duties, to make decisions, and carry out in an objective fashion the responsibilities of the employee's City employment. The Department Head shall mark YES or NO as applicable, and sign in the designated space on the form.

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III. Approval/Denial:

If all of the required approvals indicate a YES response, then the request shall be approved. A copy of the form shall be delivered to the employee, and the original shall be placed in the employee's personnel file. The employee shall consider the delivery of the form as approval to accept the proposed secondary employment.

If any of the required approvals indicate a NO response, then the request shall be denied, and a letter indicating the denial and the reason(s) therefor shall be delivered to the employee by first class mail. The employee may not accept or perform work as described in the request for proposed secondary employment.

IV. Appeal:

In the event of a denial, the employee may appeal the decision by written request to the City Manager. The City Manager, or his or her designee, shall review the form and the denial letter, and may or may not ask for additional information from the employee, the employee's Immediate Supervisor, the Department Head, the City Attorney, or the Human Resources Director regarding the request for secondary employment. The City Manager may affirm or reverse the denial, which decision shall be final with no further recourse by the employee. Notification of the City Manager's decision shall be made in writing to the employee within thirty (30) days of receipt of the appeal.



CITY OF TRAVERSE CITY - HUMAN RESOURCES DEPARTMENT

REQUEST FOR APPROVAL OF SECONDARY EMPLOYMENT

Personnel Policy 229-P Summary:

The employment responsibilities to the City of Traverse City are primary for any employee; any other employment in which that person chooses to engage is secondary. An employee must have prior approval from his/her Department Head before engaging in any secondary employment. The purpose of this approval procedure is to determine that the secondary employment does not have an adverse effect on the primary employment and does not create a conflict of interest.

Secondary employment shall not be permitted when it would:

- create either directly or indirectly a conflict of interest with the primary employment as determined by the City Attorney, or
- impair in any way the employee's ability to perform all expected duties, to make decisions and carry out in an objective fashion the responsibilities of the employee's position.

Approval for secondary employment may be withdrawn at any time if it is determined that secondary employment has an adverse impact on primary employment.

Employee Information

Department _____ Division _____

Employee _____ Classification _____

Secondary Employer _____

Nature of employer's business and description of duties to be performed: _____

(If additional space is needed, continue on the reverse side.)

Work Schedule (days/times of work): _____

Employee Certification

By signing below, I confirm that I understand:

- the policy governing secondary employment. I affirm that my secondary employment will not have any impact on and will not create any possibility of conflict with my primary employment.
- that failure to provide accurate information regarding my secondary employment approval request or to follow all policies regarding secondary employment may be considered unacceptable personal conduct which could subject me to discipline up to and including termination of employment.
- that secondary employment information is public and may be disclosed to third parties.

Employee Signature _____

Date _____

When above section is complete, return form to Human Resources Department

Approval Signatures

Approved: Yes No City Attorney _____ Date _____
(as to conflict)

Approved: Yes No Department Head _____ Date _____

Approved: Yes No Human Resources Director _____ Date _____

Original: Employee Personnel File

Copy: Employee