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OUTSIDE EMPLOYMENT

I. INTRODUCTION AND SCOPE

This regulation outlines the employee and supervisor responsibilities regarding an employee's outside (i.e., secondary) employment. This regulation applies to all city of Boise employees.

II. REQUIRED NOTIFICATION OF OTHER EMPLOYMENT

All city employees engaged in outside employment, including self-employment, are required to notify their supervisor of the name, location and nature of the secondary employment work, and their employment work schedule, including any changes as they occur. The supervisor, in coordination with their manager, shall determine if the secondary employment creates an actual or apparent conflict of interest in violation of the city's Code of Ethics.

III. RESTRICTIONS RELATED TO OTHER EMPLOYMENT

Outside employment shall not be an excuse for poor job performance, tardiness, unscheduled absences, or refusal to work overtime.

Employees are prohibited from using city equipment or property to perform their secondary employment. Employees are also prohibited from performing outside employment duties while on city premises during city time.

City employees are prohibited from providing outside employment services to other city employees who fall within their reporting structure, including all employees they supervise or who supervise them. This applies to all supervisory relationships regardless of whether the supervision occurs directly or through subordinate supervisors.

IV. SUPERVISOR RESPONSIBILITIES

Supervisors shall keep a record of each employee's other employment including their work schedule and monitor the situation to ensure the other employment is not interfering with the employee's city job responsibilities.