



## **CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES**

### **PROCEDURE(S): OUTSIDE EMPLOYMENT**

**EFFECTIVE DATE: MAY 20, 2019**

**REVISION DATE(S): JULY 27, 2020, JANUARY 1, 2022, OCTOBER 1, 2022**

## **OUTSIDE EMPLOYMENT**

The purpose of this provision is to prevent conflicts of interest, conflicts of loyalty, and loss of efficiency at work. This provision does not prevent city team members from accepting other employment or following any pursuit which in no way interferes with the full and faithful discharge of their public duties, provided that the team member complies with all applicable City requirements.

1. City team members shall not accept any employment nor enter any contract that results in a conflict of interest with their duties as a public servant of the city.
2. Team members may be self-employed or take occasional or part-time jobs if, in the opinion of the City Manager, there is no conflict with working hours, team members' efficiency in their city work, or other interests of the city.
3. City employment shall remain the first priority and if at any time the outside employment interferes with team members' job requirements or performance for the city, team members shall be required to modify the conditions of the outside employment or terminate either the off-duty employment or their city employment.
4. Before engaging in off-duty employment, team members must have approval from their Department Director by completing the [Outside Employment Form](#). The Department Director shall seek initial approval from the City Manager before authorizing the outside employment. All notifications of outside employment shall state the type and place of employment, the hours of work and be placed in the team member's personnel file.