

## PERSONNEL POLICY 95-2

**SUBJECT:** Secondary Employment

**PURPOSE:** To establish a uniform policy regarding secondary (outside) employment by City of Clarksville employees.

**APPLICABILITY:** Applies to regular full-time employees.

**REFERENCES:** Sec 1-1315, Clarksville City Code; Conflict of Interest.

### **DEFINITIONS:**

a. Secondary Employment: Any employment for remuneration or profit conducted by City of Clarksville employees in addition to their regular full-time employment with the City of Clarksville. Secondary (outside) employment is presumed to mean work, which is conducted after the normal duty hours of primary employment.

b. Primary Employment: That full-time employment provided by the City of Clarksville for which employees are compensated.

c. Conflict of Interest: Conflict between the private interests and the official responsibilities of a City of Clarksville employee.

d. Department Head: The head of a major department of city governments or the head of an organizational entity by another name, who reports directly to the Mayor.

**POLICY STATEMENT:** City of Clarksville employees may engage in secondary (outside) employment or conduct private business for remuneration or profit provided that the employee has notified his/her department head of such employment or business and that the conduct of same does not create a conflict of interest or negatively impact the interests of the City of Clarksville.

### **IMPLEMENTATION:**

a. Department heads will require all employees to complete and sign the form, Notice of Secondary Employment, Appendix A. The form will be retained in the department or section to which the employee is assigned. Department heads will complete the Notice of Secondary Employment form for file in the Office of the Mayor.

If an employee is transferred to another department, he/she will be required to complete and file a new Notice of Secondary Employment form with the gaining department. Employees who perform work or provide services to two or more employers need not submit a form for each employer provided that the nature of the work performed for each employer is the same. For example, an employee who provides housekeeping or custodial services to a number of different households or clients need not identify each household as an employer. An employee who

performs maintenance services need not provide information on every customer to whom they provide services, nor would employees engaged in outside sales activities need to identify their customers. In these cases, the employees will describe the general nature of the work or services performed or the nature of the products or services sold.

b. It will be the responsibility of employees to notify their department head when employment ceases or when the nature of the employment or employer changes.

c. Under no circumstances will the employees identify themselves as City of Clarksville employees when performing secondary employment, nor will employees wear distinctive uniforms or insignia, which would identify them as City of Clarksville employees.

Exceptions to this policy would apply to City of Clarksville police officers who engage in employment under the color of law and with prior approval of the Chief of Police or his designated representative.

d. No secondary employment may be performed while the employee is on duty with the city.

e. No city employee may receive payment for work or services performed while on duty with the city or for work, which the employee is expected to perform in the normal course of primary employment.

f. No City of Clarksville employee may use his or her influence in securing or obtaining preferential treatment for any person for whom they perform secondary employment in any activity or service normally provided by the City of Clarksville.

g. No City owned equipment, property or supplies will be used while employees are engaged in secondary employment.

h. The City of Clarksville is not responsible for accidents and injuries incurred in secondary employment and will not pay any claims under the City of Clarksville On-the-Job Injury program for such injuries.

OFFICIAL DOCUMENT

APPROVED BY THE CITY COUNCIL: December 7, 1995

EFFECTIVE DATE: December 8, 1995

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Sam Podurgal, Human Resources Director

CITY OF CLARKSVILLE  
NOTICE OF SECONDARY EMPLOYMENT

REF: Personnel Policy 95-1

Date: \_\_\_\_\_

Name of Employee (PRINT) \_\_\_\_\_

Employee # \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip

SSN# \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

Department: \_\_\_\_\_

Primary Duty or Job Title: \_\_\_\_\_

SECONDARY EMPLOYER

Name of Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_  
Street City State Zip

NATURE OF WORK PERFORMED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FREQUENCY OF WORK PERFORMED

Days of Week: M T W Th F Sa Su  
(Circle all days worked)

No. of hours worked each work day: \_\_\_\_\_

If self employed, describe the nature of your business.  
\_\_\_\_\_  
\_\_\_\_\_

Number of employees employed: \_\_\_\_\_

Name all city employees who work for you in secondary employment:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
DEPARTMENT HEAD SIGNATURE

\_\_\_\_\_  
EMPLOYEE SIGNATURE

“Pursuant to the Clarksville City Code and Personnel Policy 95-\_\_\_\_dated\_\_\_\_\_, the purpose of this form is to enable the City of Clarksville, as your employer, to ascertain that no conflict of interest exists, nor will arise between your secondary employment and your present employment and your present employment with the City of Clarksville.”

(SECOND.EMP) ENCLOSURE 1