

OUTSIDE EMPLOYMENT

The City recognizes that, on occasion, employees may seek a second job outside their employment with the City. The City must approve all outside or secondary employment in writing including self-employment.

The City expects employees to devote the time and effort necessary for the successful accomplishment of the City work for which they are responsible. The City will not approve secondary or outside employment in conflict with this primary obligation. Further, an employee may not undertake any proposed outside employment that:

- Appears to create a conflict of interest situation.
- Requires the use of City facilities, equipment or material.
- Causes doubt as to the observance of ethical standards of professional ethics.
- Obligates the employee to be available to the outside employer during his or her normal working hours with the City.
- Requires the use of the City name for advertisement purposes or otherwise, in connection, with such outside employment.

Employees are cautioned to consider carefully the demands that additional work activity will create before requesting approval to seek or accept outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work emergency callbacks, overtime, or different hours. It is expected that an employee will not participate in outside employment if that employee is unable to perform their job duties with the City due to illness and/or as a result of being on an administrative or medical leave. If outside work activity does cause or contribute to job-related deficiencies, the City may rescind its approval of such employment and, if necessary, normal disciplinary procedures will be followed to deal with the specific performance deficiency.

Approval for Outside Employment

Employees must request prior approval in writing, from their department director, before an employee undertakes outside employment. Failure to do so may be cause for disciplinary action, up to and including termination. Employees must seek approval to accept outside employment, including self-employment. The Outside Employment Request Form is located on the City's Intranet. The form should be submitted to the employee's department director. The department director should then sign and forward the request, with a recommendation to approve or disapprove, to the Human Resources Director for final approval.

The City typically approves secondary employment activities for a period not to exceed one year. An additional approval is required for continuance of the activity beyond the initial approved period. The Human Resources Director will initiate the re-approval process; however, if the employee does not confirm the need for re-approval prior to the end of the authorized period, the



authorization will expire. Permission to engage in secondary employment may be revoked at any time at the City's discretion.

PARKING

Each City facility has designated parking area(s). Employees are required to use the spaces provided and are not permitted to park in visitor designated spaces. Violations of handicap parking are enforced by City ordinance. Parking on curbs or in non-designated areas is strictly prohibited, even if designated employee parking space is not available. These parking regulations are provided for resident and employee safety. The City assumes no responsibility for any damage or loss that results from the use of City parking areas by employees or the general public.

PAYDAY & PAY PERIODS

Employees are paid every other week for a total of 26 pay periods a year. Pay periods begin on Sunday and end on Saturday in the two week period. Non-exempt employees shall be paid on an hourly basis for the number of hours actually worked during the two week period. The pay day will normally fall on a Thursday however paychecks may be received earlier if a pay day coincides with the observance of a holiday.

The City takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck that employees are paid on the scheduled payday and improper deductions are not taken. Employees who believe their pay has been improperly deducted should report such improper deduction to the Finance Department. The complaint will be promptly investigated and the results of the findings will be reported to the complaining employee. The employee may appeal the decision to the Human Resources Director if unsatisfied with the findings of the investigation. Any employee whose pay is improperly deducted shall be reimbursed for such no later than the next pay period after the improper deduction is communicated to the Finance Department.

PAY DEDUCTIONS & GARNISHMENTS

The law requires that the City make certain deductions from an employee's compensation. Among these are applicable federal, state, local income taxes, and state-mandated pension contributions. The City offers programs and benefits beyond those required by law. Eligible employees may also voluntarily authorize deductions from their paychecks to cover the cost of participation in these programs. Other payroll deductions shall be allowed only upon approval by the Finance Director.

Employee earnings are subject to legal processes that lead to the reduction of pay. These legal processes (levy, garnishment, order, attachment, etc) require the City to withhold money from the employee's pay and to submit those funds to a third party. Each legal process must be handled just as the law directs. If an employee owes a debt directly to the City, the employee and the City may enter into a non-court ordered agreement to repay the City through payroll deduction. Questions concerning why deductions were made and calculated should be directed to the Finance Department.

