

## Outside Employment/Activities Certification

**Policy Number 17.4: Please read the following statement on Outside Employment**

A City official or employee shall not engage in or accept other employment or render services to other interests when such employment or service is incompatible with the proper discharge of his/her official duties. Examples of incompatibility include but are not limited to:

1. Actual conflict in hours of employment;
2. Being tired or unfit for duty because of outside employment;
3. Requesting shift or hour trades from the City or co-workers for the purpose of performing outside employment; or
4. Where the secondary employment creates an actual or apparent conflict of interest in regard to City employment.

Upon the written request of an employee, the department head may, with the approval of the Human Resources Director, permit outside employment if it is not in conflict with the employee’s obligation to the City. Requests for outside employment must include, if possible, the name, address, and type of work of the proposed employer; the period of time and hours of work of the requested employment; the type and duties that are to be performed; and the reason for wanting to accept the extra employment. The department head shall forward the request along with the department head’s written recommendation to the Human Resources Director for review and final decision.

In no such case will an employee be permitted to engage in outside work in excess of twenty (20) hours of any one week. City employees working on part-time outside employment, who have a record of excessive sick leave absences, may have their outside work privilege rescinded at the discretion of the department head and with the approval of the Human Resources Director.

Any injury resulting from part-time employment shall not be chargeable to the City.

EMPLOYEE INFORMATION	
Employee Name (Print)	Employee Number
Classification	Department
<p><b>After you begin employment with the City of Oxnard, do you intend to engage in outside employment/activity?</b></p> <p style="margin-left: 20px;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p><i>Employees intending to engage in outside employment/activity in the future are responsible for notifying their Department Head by submitting this form to obtain prior approval for such activity.</i></p>	

OUTSIDE EMPLOYER/ACTIVITY INFORMATION								
Name of Outside Employer/Activity						Job Title:		
Address	City	Zip	Phone Number					
Duties Performed								
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
Hours per day								

*I have read and understand the City's policy regarding outside employment/activity and certify that to the best of my knowledge and belief the above information is true and complete with regard to any and all employment/activities outside of my regular City position and that I am in compliance with the above policy.*

*I understand that if I intend to engage in outside employment/activity in the future it is my responsibility to notify my Department Head, by submitting this form, to obtain prior approval for such activity.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**FOR ADMINISTRATIVE USE ONLY**

<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	Reason(s) for approval or denial:
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\_\_\_\_\_  
Department Director Signature

\_\_\_\_\_  
Date

<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	Reason(s) for approval or denial:
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\_\_\_\_\_  
Human Resources Director Signature

\_\_\_\_\_  
Date