

City of Richmond  
**ADMINISTRATIVE MANUAL**

**SUBJECT:** Employment of Subordinate Employees by Managers and Supervisors for Personal Projects

**SECTION:** Human Resources

**POLICY NUMBER:** AP 302

**INITIAL DATE PREPARED:** February 1, 2008

**LAST DATE REVISED:**

**I. Purpose**

To prevent employees from being pressured into undertaking activities or projects for managers or supervisors that are unrelated to City business. This policy is also intended to prevent the appearance of impropriety which is likely to exist if a manager or supervisor hires and/or compensates a subordinate employee for activities or projects unrelated to City business, even if the subordinate employee is able to perform the activity or project on her or his own time and is willing to undertake the activity or project voluntarily.

**II. Policy**

- A.** Employees who hold positions as managers and supervisors, or who have subordinate employees reporting to them, are prohibited from hiring subordinate employees as independent contractors or employees, or offering remuneration to subordinate employees, or utilizing them in a volunteer capacity, in connection with any activities or projects that a manager or supervisor undertakes in her/his personal capacity, as opposed to her or his management or supervisory position with the City.
- B.** This prohibition applies even if the activity or project could be performed by a subordinate employee on her or his own time, and even if the subordinate employee is willing and/or interested in undertaking the activity or project.
- C.** Failure of the manager or supervisor to abide by this policy shall constitute cause for disciplinary action up to and including discharge, for the manager or supervisor violating this policy.
- D.** A subordinate employee can request a waiver of this policy in the event that a situation arises wherein the subordinate employee believes it is in their best interest to engage in the activities prohibited in subsection A above. The waiver should be submitted to Human Resources, prior to the outside activity commencing, and include the following statement:

“I (employee name), employed in the (department) for the City of Richmond, am requesting a waiver to Administrative Policy #302-Employment of Subordinate Employees by Managers and Supervisors for Personal Projects. I intend to undertake a project or activity, either paid or unpaid, for my manager/supervisor (supervisor/manager’s name) which is outside the scope of my employment with the City of Richmond. The project or activity is expected to commence on (date) and end on (date). I understand that I cannot and will not be compensated by the City of Richmond in any manner for my performance of this activity or project and that if the manager or supervisor named above, offers to compensated me for the performance of this activity or project in a manner that is connected with my job with the City of Richmond, I must report that offer to Human Resources immediately. Finally, I understand that this waiver does not waive my duty to be in compliance with other City policies pertaining to outside employment.”

The subordinate employee must sign and date the above statement. This waiver does not constitute notice or waive other City or departmental policies pertaining to outside employment.