

City of Richmond

Administrative Manual

SUBJECT: Incompatible Activity of City Employees

SECTION: Basic Policy

POLICY NUMBER: AP 12

INITIAL DATE PREPARED: November 24, 1999 **LAST DATE REVISED:** November 24, 1999

I. Purpose

To implement City policy regarding activities of all City of Richmond employees which are considered inconsistent, incompatible, in conflict with their duties as City employees, or which may have an adverse impact upon performance.

II. Policy

- A. City of Richmond employees shall not engage in any employment, activity or enterprise which is inconsistent, incompatible or in conflict with his or her duties as a City employee; or with the duties, functions or responsibilities of the City.
- B. Each City employee, during his or her hours of duty, shall devote his or her full time, attention and efforts to his or her City job employment.
- C. The Department Director shall determine and prescribe those activities which will be considered inconsistent, incompatible or in conflict with their duties as City employees. In making this determination, the Department Director shall give consideration to employment activity or enterprise, which:
 - 1. Involves the use for private gain or advantage of City time, prestige or influence of one's City office or employment; or
 - 2. Involves receipt or acceptance by the employee of any money or other consideration from anyone other than the City for the performance of his or her regular duties as a City employee.
 - 3. Involves the performance of an act in other than his or her capacity as a City employee which may later be subject directly or indirectly to the control, inspection, review, audit or enforcement by the same employee or the department by which he or she is employed.

City of Richmond

Administrative Manual

SUBJECT: Incompatible Activity of City Employees

SECTION: Basic Policy

POLICY NUMBER: AP 12

INITIAL DATE PREPARED: November 24, 1999 **LAST DATE REVISED:** November 24, 1999

III. Procedure

- A. City employees shall request approval for proposed employment or activity in writing to their Department Director, using an "Outside Employment/Activity Request" form (AP 12-1). The written request shall include the name and address of the prospective employer or contracting agency, a clear description of the activity(ies) in which the employee will be engaged, and the hours and duration of the employment activity.
- B. If the request is approved, the employee must request approval again at one year intervals.
- C. If the nature of the outside activity(ies) in which the employee is engaged changes substantially, regardless of the time period, the employee shall request approval again.
- D. The Department Director will forward the approved Request Form to the Director of Human Resources Management to be filed in the employee's file.