Ordinance 97-6 [Ethics Ordinance]
Sec. 2-5. - Additional standards of conduct—City employees.

(a)   Outside employment.

(1)   Policy. This provision does not prevent city employees from accepting other employment or following any pursuit which in no way interferes with the full and faithful discharge of their public duties, provided that the employee complies with all applicable city requirements.

(2)   Purpose. The purpose of this provision is to prevent conflicts of interest, conflicts of loyalty, and loss of efficiency at work.

(3)   General rule. City employees shall not accept any employment nor enter into any contract that results in a conflict of interest with their duties as a public servant of the city. Employees may be self-employed or take occasional or part-time jobs if, in the opinion of the city manager, there is no conflict with working hours, employees' efficiency in their city work, or other interests of the city. City employment shall remain the first priority and if at any time the outside employment interferes with employees' job requirements or performance for the city, employees shall be required to modify the conditions of the outside employment or terminate either the off-duty employment or their city employment.

(4)   Disclosure. Before engaging in off-duty employment, employees must have the written approval of their department head. The department head shall seek initial approval from the city manager before authorizing the outside employment. All notifications of outside employment shall state the type and place of employment, the hours of work and be placed in the employee's personnel file.

OUTSIDE EMPLOYMENT REQUEST FORM

Employee's Name: _____ Position: _____

Department/Division: _____ Date: _____

Section 2-5 of the City of New Braunfels' Ethics Ordinance allows City employees to accept other employment, provided that the employment does not result in a conflict of interest with the employee's duties as a public servant of the City, or interfere with the employee's ability to perform their work for the City in an efficient manner. Section 2-5 [4] of the Ethics Ordinance requires disclosure of outside employment. To that end, list the name, address, and phone number for each outside employer whom you work for pay, or for which payment in goods or services is received. Describe the nature of the work which you perform for each employer. In addition, list any anticipated future employment activity in which you expect to participate during the current calendar year.

NOTE: Please list any previous outside employment that is still currently active.

Name, Address and Phone Number of Employer	Hours To Be Worked in a Day	Number of Days Per Week	Description of Work To Be Performed

This document certifies that all outside employment in which I am currently engaged, or in which I am planning to engage, is not in conflict with my City job, does not represent a conflict of interest, or otherwise conflict with the City's Ethics Ordinance, and does not prevent me from performing an efficient full-day's work for the City. I understand that I will be in violation of City policy if I participate in outside employment during hours that I am scheduled to work for the City. I further acknowledge that I may not engage in outside employment while I am on leave [Workers' Compensation], or injury leave.

_____   _____
Employee's Signature   Date

I recommend this request to engage in off-duty employment be: ☐ **Approved** ☐ **Denied**

If approved, sign and forward to CMO for final approval. If denied, notify employee, sign and forward to HR for filing in personnel file.

_____   _____
Department Director's Signature   Date

Department Director Comments:

This request to engage in off-duty employment is: ☐ **Approved** ☐ **Denied**

Return completed form to Human Resources for employee notification and filing in personnel file.

_____   _____
City Manager's or Authorized Representative's Signature   Date

Date Received in Human Resources: _____   Date Employee Notified: _____