CITY OF CEDAR RAPIDS PERSONNEL POLICY MANUAL
SECTION 2 – EMPLOYMENT
2.06 – EXTERNAL EMPLOYMENT

GENERAL POLICY
It is the policy of the City of Cedar Rapids that regular employees not engage in employment outside their regular employment that would affect their performance in City employment or result in a conflict of interest.

SPECIFIC PROVISIONS
1. An employee may not conduct any phase of secondary employment during regular working hours or using any City resources (telephone, computers, paper, etc.).

2. Employees must not engage in outside employment or an activity that is subject to the official control, inspection, review, audit or enforcement authority of the person as a part of his/her regular duties with the City (for example, a housing inspector owning rental property in the City).

3. Employees must obtain written approval for outside employment or business activities from their Department Director and the HR Director. Following the initial approval, a new request form must be submitted by January 31 every year for review and approval.

4. Outside employment that constitutes a conflict of interest or the appearance of a conflict of interest is prohibited.

5. Employees may not engage in outside employment while on paid medical leave without the written approval of the department head.

6. Employees may not engage in outside employment or self-employment while on light duty based on physical restrictions due to an injury or illness.

7. Failure to disclose and obtain approval for outside employment prior to engaging in the employment, a conflict of interest arising from such employment, or violating the provisions of the External Employment Policy may result in immediate revocation of the external employment authorization and/or discipline up to and including termination of employment.