



Life. Well Crafted.

**CITY OF HICKORY
REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT**

Use of this form will assist in compliance with the Personnel Ordinance, Article V, Section 5, Outside Employment: The work of the City of Hickory shall have precedence over the other occupational interests of employees. All outside employment must be reported to and approved by an employee's department head. Conflicting outside employment shall be grounds for dismissal or other disciplinary action. Article V, Section 3, Use of City Property and Equipment: City equipment, materials, tools, and supplies shall not be available for personal use nor be removed from city property, except in the conduct of official city business.

See also the City of Hickory Conflict of Interest Policy, a portion of which is printed on the reverse side of this form.

Employee name, printed _____

Department/division _____

Name of "outside" employer:
(Type of work and company or persons for whom work is being done)

Date outside work begins _____

Estimated date outside work will end _____

My signature below certifies that I will report to my City supervisor any injuries on my second job and will not attempt to claim worker's compensation from the City of Hickory based on injuries received on another job.

Employee signature _____ Date _____

Restrictions or other comments by department head:

Signature (approval) by department head:

_____ Date _____

SEND THIS FORM AFTER APPROVAL OR DISAPPROVAL BY THE DEPARTMENT HEAD TO THE HUMAN RESOURCES DEPARTMENT FOR THE EMPLOYEE'S PERSONNEL RECORD. A COPY WILL BE SENT BY THE HUMAN RESOURCES DEPARTMENT TO THE CITY MANAGER.

Rev. 4/2011

(Reverse side of form)

EXCERPTS FROM THE CITY OF HICKORY CONFLICT OF INTEREST POLICY

(The entire policy is available from the City Clerk or any Department Head)

Standards of Conduct

Scope: All City officials . . . shall be subject to and abide by the following standards of conduct.

Interest in Contract or Agreement: No City Official . . . shall have or thereafter acquire an interest in any contract or agreement with the City. This section does not prevent employment contracts between the City Official and the City.

Use of Official Position: No City Official shall use his or her official position or the City's facilities for his or her private gain. In addition, City Officials shall not misuse their status in such a way as to require, expect, or accept favors from subordinate employees.

Disclosure of Information: No City Official shall use or disclose confidential information gained in the course of or by reason of his official position for purposes of advancing (1) his or her financial or personal interest, (2) a business entity in which he or she is an owner in part or in whole, an officer or director, (3) the financial or personal interest of a member of his or her immediate household or that of any other person.

Incompatible Service: No City Official shall engage in or accept private employment or render service to private or other public interests when such employment or service is incompatible with the proper discharge of official duties or would tend to impair independence or judgment or action in the performance of official duties unless otherwise permitted by law and unless disclosure is made as provided in this article. Before accepting private employment, the City Official should consider whether such employment would impact the City negatively. A City Official who accepts private employment should not represent himself or herself as an employee or agent of the City of Hickory.

Gifts: No City Official shall directly or indirectly solicit any gift or accept or receive any gift having a value of twenty-five dollars (\$25.00) or more whether in the form of money, services loaned, travel, entertainment, hospitality, thing or promise or any other form under circumstances in which it could reasonably be inferred that the gift was intended to influence his or her or could reasonably be expected to influence him or her in the performance of official duties or is intended as a reward for any official action on his or her part. Legitimate political contributions shall not be considered as gifts under the provisions of this paragraph.

Special Treatment: No City Official shall grant any special consideration, treatment, or advantage to any citizen or public or private entity beyond that which is available to every other citizen or entity.

See the complete policy for additional information regarding (1) disclosure of interest in legislative action, (2) general disclosure on form prescribed by the city clerk, (3) investigations by the City Council, (4) rights of accused, (5) disciplinary action or censure, and (6) advisory opinions from the City Attorney or Staff Attorney regarding interpretation of this policy.