



4.05 OUTSIDE EMPLOYMENT

37413

**Rule**

Outside employment, which includes business ownership, by City employees is allowed subject to the following parameters and process.

**Outside employment shall not:**

1. Involve use of City time, facilities, equipment and supplies, or the influence of the employee's position with the City; or
2. Involve receipt of money or other consideration for duties performed as a City employee; or
3. Adversely affect or discredit the City, involve competing with the City in providing a service or product; or place the employee in a position which conflicts with their duties to the City; or
4. Affect the quality or quantity of the employee's performance of their City duties or their availability to report for City Duties as required.

**All Employees**

\*All employees must make a written disclosure regarding outside employment, including actual or potential conflicts of interest.

In the event of an actual or potential conflict of interest, a written plan to resolve or prevent the conflict is required.

*\*Members of PPA, PPCOA, and other represented employees whose collective bargaining agreements require disclosure of outside work, shall follow the policies and procedures described in their agreements. Seasonal employees are not required to submit disclosure forms but must always comply with the State Ethics Statute and City HR rules.*

**Record Keeping and Violations**

Disclosure forms and written plans shall be retained in the employee's personnel file.

Written plans may be revised or revoked at any time.

This rule addresses specific requirements regarding Outside Employment but otherwise incorporates the State Ethics Statute, ORS 244, the City's rules on Ethical Conduct, HR Administrative Rules 11.01, 11.02 and 11.03, and the City's Code of Ethics. Any City employee who violates any aspect of this policy and the principles related to this policy shall be subject to discipline, up to and including discharge.

Bureaus may work with BHR to tailor a more restrictive policy to meet individual bureau needs within the limits of applicable collective bargaining agreements.

**Administrative Rule  
History**

Adopted by Council March 6, 2002  
Effective April 5, 2002  
Revised October 15, 2002  
Revised September 16, 2005  
Revised July 9, 2007  
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Revised February 15, 2018

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