



AUHR 4.05 OUTSIDE EMPLOYMENT AND UNPAID ACTIVITIES

Rule

Outside employment by Auditor's Office employees is permissible if it does not adversely impact the employee's work for the Auditor's Office, is in accordance with the administrative rules on Ethical Conduct ([Administrative Rules 11.01, 11.02 and 11.03](#)), the [Auditor's Office Code of Ethics](#) and if it does not create a conflict of interest with the employee's job in the Auditor's Office. The rules on outside employment apply to both paid and unpaid activities, including volunteer activities.

Outside employment shall not:

1. Involve use of Auditor's Office time, facilities, equipment and supplies, or the influence of the employee's position with the Auditor's Office; or
2. Involve receipt of money or other consideration for duties performed as an Auditor's Office employee; or
3. Involve competing with the Auditor's Office or the City in providing a service or product; or
4. Involve such time demands as would render performance of the employee's duties less efficient or take precedence over extra duty required by Auditor's Office employment.

Employee Responsibility and Procedures

In the event that outside employment involves actions that may be directly or indirectly subject to the control, inspection, review or audit by the City or the Auditor's Office, it is the employees' responsibility to report the details of the employment to their supervisor. Any outside employment that may border on violating the above stated principles or may give the appearance of impropriety must also be reported.

Volunteerism

The Auditor's Office encourages employees to become involved in their communities. When such volunteer activities occur during regular working hours, employees must receive approval from their supervisor to participate. Employees generally will not be paid for volunteer activities that occur during regular working hours, although, with supervisory approval, they may use vacation leave, compensatory time or a flex schedule. In some limited circumstances where the volunteer activity is directly related to the office's

mission and is approved by the City Auditor, employees may receive pay for participation during regular working hours in such activities.

Potential Conflict of Interest

If an employee's outside employment or volunteer activities entail responsibilities that include financial transactions or financial decisions involving funds received directly or indirectly from the City, the employee must inform the City Auditor in writing of the potential conflict. The City Auditor shall determine if an actual conflict exists and if so, document how the conflict was addressed. The City Auditor shall also provide that documentation to the City Controller.

Accepting Outside Employment

Except as otherwise provided in this rule or by ordinance, no person holding a budgeted position in the Auditor's Office shall be granted a leave of absence for the purpose of engaging in outside employment. This prohibition does not apply to unpaid activities.

Human Resources Rule Information and History

Questions about this administrative rule may be directed to the [Management Services Division](#) of the Auditor's Office.

Adopted by the City Auditor December 11, 2017.

Adapted from City of Portland Human Resources Administrative Rule 4.05 Outside Employment and Unpaid Activities.

Adopted by Council March 6, 2002, Ordinance No. 176302.

Last revised April 25, 2016.