



Personnel Policies

CITY OF WESLACO, TEXAS

OUTSIDE EMPLOYMENT

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08/07/2018

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Full-time employees may not engage in any type of outside employment whether paid or unpaid, including self-employment and consulting, if the employment or consulting:

- May embarrass or discredit the City.
- May affect an employee's impartiality, objectivity or efficiency in performing duties.
- Involves the use, possible use or disclosure of proprietary or confidential information of the City, or such information of others, held by it.
- Involves, in any way, a supplier, customer or vendor of the City.
- Is conducted during, or conflicts with an employee's scheduled work times.
- Involves the use of the City's equipment, supplies, software or other resources.

Before engaging in any regular outside employment, an employee must submit a written request to their Department Head and be notified in writing that it has been approved by the Department Head and the City Manager.

Requests must contain a complete description of the proposed outside employment. Employees must seek approval from the Department Head and the City Manager for any changes in outside employment.

All requests that an employee work overtime has precedence over the employee's schedule commitments to any other employer.

If it is subsequently determined that an employee's outside employment interferes in any manner with the employee's performance of duties for the City, permission for outside employment may be rescinded. Failure to terminate outside employment after receiving notice to do so may result in termination of employment.

Approval for outside employment automatically expires at the end of each fiscal year. It is the employee's responsibility to renew their approval from the Department Head and the City Manager for continued outside employment.