

POLICY NUMBER:

APM- 1 - 90

DATE:

April 16, 1999

ISSUED BY:

Donald H. Warsaw

City Manager

CITY OF MIAMI



REVISIONS

REVISED SECTION

Created
Revised

DATE OF REVISION

07/16/90
04/16/99

ADMINISTRATIVE POLICY

SUBJECT: REQUEST FOR PERMISSION TO WORK DURING OFF-DUTY TIME

PURPOSE: To establish a uniform procedure and official guidelines relating to an employee's request to engage in outside employment during off-duty time.

Effective this date, said Administrative Policy supersedes all previous directives on this subject.

The Policy will be as Follows:

- I** Off-duty employment shall not constitute a conflict of interest with one's City job, nor shall it interfere with one's regular City working hours. The employee's foremost responsibility is to his primary employer, the City of Miami.
- II** No employee shall be allowed to work in any capacity where coercion or intimidation may be employed due to the nature of his/her City position
- III** Use of City property in outside employment is prohibited, unless otherwise authorized by the Department Director. The Department Director must have approval from the City Manager or designee for it.
- IV** Under no circumstances shall business for personal gain be conducted on City premises.
- V** Any injury sustained during outside employment shall be immediately reported in writing by the employee to his/her Department Director.
- VI** Other rules, regulations and restrictions may be imposed by a Department Director due to particular conditions and circumstances existing in his/her department. They shall not be in conflict with the general provisions set forth herein or with labor agreement provisions.
- VII** Employees seeking, or engaged in off-duty employment, must renew their request for approval on an annual basis. Employees should be aware that employees must complete the necessary Off-Duty Employment Request form, which may be obtained from their Department. Departments may obtain the Off-Duty Employment Request form from Central Stores.
- VIII** After completing the Off-Duty Employment Request form, the employee shall obtain approval from his/her Department Director. Following Department Director approval, the Off-Duty Employment Request form will be submitted to the Office of Labor Relations for review and final approval. A copy of the approved form shall be kept in the Department of Human Resource's employee personnel file.

IX As a reminder, all full-time City employees who engage in off-duty employment for any person, firm, corporation or entity other than the City (or its agencies), must file under oath a financial disclosure report by July 1st of each year indicating the source of the off-duty employment, the nature of the work done and any amounts of money or other consideration received by the employee from the off-duty employment.