

CITY OF PORTSMOUTH
ADMINISTRATIVE POLICY

#5

July 1997

SUBJECT: Secondary Employment

PURPOSE: The purpose of this policy is to ensure that there is no potential source of conflict with secondary employment for an employee working for the City of Portsmouth.

POLICY:

Department Heads engaged in or planning to engage in any work, for monetary remuneration, outside their primary City employment, shall submit a request to the City Manager or his designee for approval. The request shall indicate the nature and extent of any secondary employment, any business involvement, or services provided.

Department Heads are also responsible for the review and approval of the secondary employment of their employees. It is the responsibility of each Department Head to have on file the written request and approval of all the secondary employment of their employees.

NOTE: Please refer AP #7 & 8 regarding FLSA regulations for secondary employment.