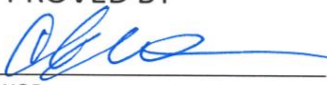




POLICY AND PROCEDURE STATEMENT

SUBJECT OUTSIDE EMPLOYMENT	PAGE 1 OF 2	DATE EFFECTIVE SEPTEMBER 1, 2018	
SECTION/POLICY NO. 5.17	APPROVED BY  MAYOR	SUPERSEDES NEW	
PREPARED BY VILLAGE ADMINISTRATOR	 VILLAGE ADMINISTRATOR	APPROVAL DATE	ISSUE DATE 12/31/2017
REFERENCE	 PERSONNEL/BENEFIT COMMITTEE	DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL CLERK- TREASURER, AND VILLAGE EMPLOYEES	

SCOPE

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

POLICY:

- I. Under no circumstances shall an employee have other employment which conflicts with the policies, objectives and operations of the Village of Ashville, Ohio. In addition, an employee shall not become indebted to a second employer whose interests might be in conflict with those of the Village.

PURPOSE:

- I. To determine a criteria and process for outside employment reporting, evaluation, and approval or disapproval to fulfill the objective of the policy statement

PROCEDURE:

1. Employment "conflicts", as set forth in this policy, are when a second job impairs the employee's ability to perform the duties of his/her position.
2. Full-time employment by the Village shall be considered the employee's primary occupation, taking precedence over all other occupations.
3. "Outside" employment or "moonlighting" shall be of concern to the Village of Ashville, Ohio only if it adversely affects the job performance of the employee's job. Two common employment conflicts which arise are:
 - a. Time Conflict - Defined as when the working hours required of a "secondary job" directly conflicts with the scheduled working hours of an employee's job with the Village; or when demands of a "secondary job" prohibit adequate rest, thereby adversely affecting the quality standard of the employee's job performance with the Village.
 - b. Interest Conflict - Defined as when an employee engages in "outside employment" which tends to compromise his/her judgement, actions and/or job performance with the Village.
4. Employees who are involved in outside employment that does business with the Village shall not receive preferential treatment.
5. Should the Appointing Authority feel that an employee's outside employment is adversely affecting the employee's job performance, the Appointing Authority may recommend, but may not demand, that the employee refrain from such activity. However, any conflict, policy infraction, or other specific offense which is the direct result of an employee's participation in outside employment shall be disciplined in such a manner that is consistent with the policies set forth in this manual.
6. The Outside Employment Request Form will be used.



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ASHVILLE OUTSIDE WORK REQUEST FORM

Outside employment means work outside the Village of Ashville Government whether or not such work is performed in Ashville and includes self-employment. This form should be used by classified employees and administrative and professional staff to seek advance approval for additional employment outside of the Village of Ashville in accordance with Policy and Procedure 5.17.

Employee Information:

Name: _____ Employee UIN: _____
Current Position Title: _____ Department: _____
Phone: _____ Phone: _____ Email: _____

Outside Employment:

Name and Location of Outside Employer: _____
Address of Outside Employer: _____
Contact Information for Outside Employer (Phone, email, Mobile): _____

Describe Position or Nature of Work: _____

When will the outside employment occur? (days of the week and hours of the day): _____
Is the outside employment one-time? Is it a defined period of time? (If so, state the period of time) Or on-going? (Please describe)

Village policy permits classified employees and administrative and professional staff employment opportunities outside the normal work schedule with advance approval from the immediate supervisor and appointing authority, provided the additional duties do not impede or compromise the employee's duties and responsibilities.

When the outside activity involves utility, service, police, tax, or any function of the Village of Ashville for another entity, the department and appointing authority must certify that the activity is not in direct or indirect competition with the interests of the Village of Ashville or programs offered by the Village of Ashville.

Employee: _____ Date: _____

Immediate Supervisor/Department Approval: _____ Date: _____

By signing, the immediate supervisor is confirming that the outside employment does not conflict with the Village of Ashville's mission and objectives and will not impede the employee's Village responsibilities and duties.

Appointing Authority Approval (if applicable): _____ Date: _____

Mayor Approval (if applicable): _____ Date: _____

A copy of the approved form should be given to the employee and the original filed in the supervisor's departmental file.

A copy of the signed form must be provided for the employee's personnel file.