

**CITY OF GRAND PRAIRIE
HUMAN RESOURCES POLICIES AND PROCEDURES**

Section E: **EMPLOYEE RELATIONS**
No. 2: **Secondary Employment**
Revised and Approved: 9/1/16

1.0 Purpose:

The City recognizes that employees may seek additional employment during their off hours to earn additional income and/or increase skills and experience.

2.0 Scope: All full time employees.

3.0 Policies:

- 3.1 An employee's full-time position with the City of Grand Prairie shall take precedence over any other occupational involvement of the employee.
- 3.2 Employees may participate in other outside/secondary employment so long as it does not interfere with their job performance; present a conflict of interest with their City position, bring themselves, their department or the city into disrepute, or reflect discredit upon the employee.
- 3.3 If any such conflict may reasonably exist or may be perceived to exist based upon such secondary employment scope, the employee should discuss in advance with their chain of command so that it can be properly addressed.
- 3.4 Departments may create and communicate departmental procedures for handling outside employment requests, issues or other procedures clearly communicate departmental expectations for secondary employment. Such policies may be more restrictive than this policy.
- 3.5 No city resources, equipment, or materials may be used for work at the secondary place of employment unless special circumstances exist and are allowed by departmental policy (such as authorized and granted in Police for departmental supported activities).

4.0 Appendices:

None