

# PHOENIX FIRE DEPARTMENT

## VOLUME 1 – Operations Manual

### OUTSIDE EMPLOYMENT

MP102.03 08/07 – R

#### PURPOSE

This procedure describes the regulations governing outside employment by members of the Fire Department. The Personnel Officer will manage the Outside Employment Program.

Outside employment includes the practice of any trade, business or profession, including self-employment and all other non-City employment.

#### EMPLOYEE RESPONSIBILITY

When a Fire Department employee engages in outside work activities, he/she is required to notify their Battalion Chief or Section Head via the Outside Employment Status or Change Report. (Form #90-23D)

The employee shall complete the Outside Employment Status or Change Report and forward it to their Battalion Chief or Section Head prior to starting the outside employment or within 10 days of a change in his/her outside work activities.

Employees shall not engage in outside work of a nature that could bring discredit upon the Department or the City, or that could be deemed a conflict of interest.

Employees shall not engage in outside work of a nature which the City employee has access to City records or correspondence which is not otherwise generally available to the public.

Employees shall not engage in outside work when there is a recognized labor-management dispute in progress. If employed before a recognized labor-management dispute, the employee will not increase the hours of work at the establishment nor absorb new duties or responsibilities during the term of the labor dispute.

Employees shall not engage in outside work at any location or employment which may bring the City into disrepute.

Employees shall not use City of Phoenix property to support their outside employment, i.e., computers, office products, telecommunications equipment, etc.

Employees shall not use and/or reproduce any City of Phoenix video or photographic material to support their outside employment without completing a media request/information form #95-102.

Employees shall not engage in outside work in any situation, which would require the employee to be in conflict with another governmental agency or the mission of the employees department.

Outside employment must not interfere with an employee's assigned duties or work hours.

### **WORK PERMITS**

The Fire Chief shall regulate outside employment of the Department members. If outside employment exists, employees shall complete an Outside Work Permit in January each year. The Outside Work Permit will be signed by the employee, reviewed and signed by the immediate supervisor, and returned to the Fire Department Personnel Section. Employees, excluding executive and middle managers, shall review their outside employment status with each Performance Management Guide (PMG). If outside employment exists, the Outside Work Permit will be completed again at this time. The Outside Work Permit will be signed by the employee, reviewed and signed by the immediate supervisor, and returned to the Fire Department Personnel Section with the completed PMG.

The Fire Chief or designee will review the Outside Work Permit and approve or disapprove the permit. If the Outside Work Permit is disapproved, the employee will have the opportunity to provide additional information in person. The decision of the Fire Chief is final.

When approved, the employee will receive a copy and the original will be retained in the employee's departmental personnel file.

Middle Managers and Executives will review their outside employment status during their Performance Achievement review. The Outside Work Permit will be completed and signed by the employee and returned to the Fire Department Personnel Section upon completion for review by the Assistant Chief of Human Resources. The permits will then be forwarded to the Fire Chief for final approval and signature.

The Personnel Officer will forward the completed executives' and Middle Managers' Outside Work Permits to the appropriate Deputy City Manager for approval. Upon return of the approved permits, a copy will be furnished to the employee. The original will be maintained in the employee's Fire Department Personnel file.

**NOTE: form follows on next page)**

**NOTICE OF OUTSIDE EMPLOYMENT**

(Refer to AR 2.62)

**INSTRUCTIONS:**

- Employee** 1. Complete the form (refer to AR 2.62 for details). Send completed and signed form to your department head for review.
- Department** 1. Review the request and determine if outside employment represents a conflict of interest or if the hours of work will impact the employee's effectiveness on the City job.  
 2. Requests from middle managers or executives require recommendation of the department head and approval of the City Manager's Office.  
 3. After action is complete, keep the original in the department, and give a copy to the Employee.

1. EMPLOYEE NAME	2. DEPARTMENT/DIVISION	3. SECTION
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4. EMPLOYEE ID #	5. JOB TITLE	6. CURRENT DATE 4/17/15
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7. NAME AND ADDRESS OF OUTSIDE EMPLOYER

8. DESCRIBE YOUR OUTSIDE EMPLOYMENT DUTIES, HOURS OF WORK, AND RELATIONSHIP OF THIS WORK TO YOUR CITY JOB AND YOUR DEPARTMENT'S ACTIVITIES. DO YOU OR THE FIRM DO ANY WORK WITH CITY DEPARTMENTS, OR REQUIRE CITY APPROVAL OR LICENSING TO CONDUCT THIS WORK?

9. I CERTIFY THAT I HAVE READ AND UNDERSTAND ADMINISTRATIVE REGULATION 2.62 AND THAT THIS WORK WILL NOT INTERFERE WITH MY CITY DUTIES AND DOES NOT CAUSE ANY CONFLICT OF INTEREST WITH MY CITY EMPLOYMENT. I UNDERSTAND THAT I MUST INFORM MY DEPARTMENT IF MY OUTSIDE EMPLOYMENT CONDITIONS CHANGE. I UNDERSTAND THAT MY CITY JOB IS MY PRIMARY EMPLOYMENT AND IF MY DEPARTMENT DETERMINES THAT MY OUTSIDE EMPLOYMENT IS INTERFERING WITH MY CITY JOB, THAT I MUST STOP MY OUTSIDE EMPLOYMENT OR LEAVE MY CITY EMPLOYMENT. I ALSO UNDERSTAND THAT INJURIES RECEIVED IN OUTSIDE EMPLOYMENT DO NOT QUALIFY FOR PAID SICK LEAVE OR CITY WORKER'S COMP. BENEFITS.

\_\_\_\_\_  
Signature of Employee

10. I HAVE REVIEWED THIS REQUEST AND HAVE DETERMINED THAT IT DOES NOT REPRESENT A CONFLICT OF INTEREST.

RESTRICTIONS: (if any):

\_\_\_\_\_  
Department approval

\_\_\_\_\_  
City Manager's Office Approval (only if required by A.R. 2.62)