

## DECLARATION OF OUTSIDE EMPLOYMENT

Section 15.60 of the City of Minneapolis Ethics Ordinance governs outside employment for City employees. The ordinance provides that an appointed local official or an employee shall obtain written permission from his or her department head before accepting outside employment or entering into a contract for services. In addition, appointed officials and employees shall not solicit or perform outside work during the official's or employee's hours of employment.

To assist departments in tracking outside employment, Human Resources has prepared the following form and the steps needed to comply with the ordinance. Please contact your department's HR Generalist with any questions about this policy or about completing this form.

- **Before accepting outside employment, approval from your Department Head is required.** Note that the written permission must also address the use of vacation or compensatory time, if applicable.
- **Please complete this form and submit it to your supervisor or division head for processing.**
- **Your supervisor will advise you of the status of your request and file the form with the department's employee personnel records.**

PLEASE PRINT OR COMPLETE ON-LINE AND PRINT			
<b>Employee Name (Last, First &amp; MI)</b>		<b>Employee Identification No.</b>	<b>Work Phone Number</b>
<b>Department</b>	<b>Division</b>	<b>Job Title (City Job)</b>	<b>Work Location</b>
<b>Describe below your other employment</b> (include company name, job title, duties, when work is performed and anything else that may be relevant):			
(more comment space provided on back of form)			
<b>Supervisor/Director/Department Head Comments</b>			
<b>Employee Signature</b>	<b>Date Signed</b>	<b>Supervisor/Division Director Signature</b>	<b>Date Signed</b>
<b>This Application Is:</b> <input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Not Approved</b>	<b>Department Head Signature</b>		<b>Date Signed</b>

**Additional Comments**

**Section 15.60 Outside Employment.**

(a) A local official or employee shall not accept employment or enter into a contract that:

- (1) Interferes with the proper discharge of his or her public duty; or
- (2) Creates a conflict of interest that would materially impair the local official's or employee's ability to serve the city.

Local officials, as defined in section 15.280(m)(3), who are not subject to provisions (c) and (d) of this section must still comply with this provision.

b) Except for employment with the city, a local official or employee shall not accept employment or enter into a contract with any party or beneficiary to:

- (1) A pending or existing city contract if the local official or employee participated in the negotiation, development, awarding, or management of that contract; or
- (2) Any other matter involving the local official's or employee's department or agency if the local official or employee participated in that matter

(c) A local official, as defined in section 15.280(m)(1) or (m)(2) of this ordinance, or an employee shall not solicit or accept any money or other thing of value in return for advice or assistance on matters concerning the operation or business of city government.

d) A local official, as defined in section 15.280(m)(1) or (m)(2) of this ordinance, or an employee shall not represent any person or organization for a fee or any other thing of value, before the mayor, the city council, any city council committee member, or the executive committee, before any department of the city, or before any city board, agency, commission, or committee of a city board, agency or commission.

(e) An appointed local official, as defined in section 15.280(m)(2) of this ordinance, or an employee shall:

- (1) Obtain written permission from his or her department head before accepting outside employment or entering into a contract for services.
- (2) Not use city facilities or equipment to solicit or perform outside work. This provision shall not apply to sworn employees of the police department who use city facilities or equipment for outside work in accordance with written police department policies.
- (3) Not solicit or perform outside work during the local official's or employee's hours of employment. The written permission must address the use of vacation or compensatory time, if applicable. (2003-Or-034, § 1, 3-21-03; Ord. No. 2003-Or-101, § 1, 7-25-03).

End of Form