

RESOLUTION NUMBER 12-41

**A RESOLUTION OF THE DRAPER CITY COUNCIL AMENDING SECTION
5070 – OUTSIDE EMPLOYMENT OF THE PERSONNEL POLICIES AND
PROCEDURES MANUAL**

WHEREAS, The City Council from time to time reviews, amends and adopts personnel policies and procedures to assist in the efficient utilization of scarce City resources and the fair and uniform application of requirements regarding City operations and City employees; and

WHEREAS, the City Council has reviewed Section 5070 and has determined a need to amend the Outside Employment Policy; and

WHEREAS, the City Council finds the amendment of this policy is in the best interest of Draper City and the employees of Draper City.

NOW, THEREFORE, be it resolved by the City Council of Draper City, State of Utah as follows:

Section 1. Amendment. The Draper City Council hereby amends and adopts Section 5070 of the Personnel Policies and Procedures Manual to read as attached hereto as Exhibit "A."

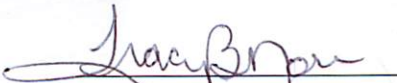
Section 2. Severability. If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts and provisions of this Resolution shall be severable.

Section 3. Effective Date. This resolution shall become effective immediately upon passage by the City Council.

PASSED AND ADOPTED BY THE CITY COUNCIL OF DRAPER CITY, STATE OF UTAH, THIS 2nd DAY OF OCTOBER, 2012.



ATTEST:


Tracy Brown
Draper City Recorder

DRAPER CITY

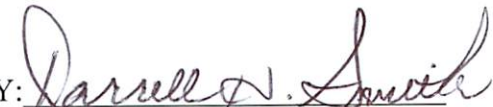
BY: 
Darrell W. Smith
Draper City Mayor

EXHIBIT "A"

Section 5070 - OUTSIDE EMPLOYMENT

General Policy Statement:

An employee's position at the City is considered to be their primary employment. Employees are expected to devote full-time attention and energy to the City. Employees may hold outside jobs or be involved in outside business activities as long as they continue to meet established performance standards and such work or activities do not conflict with the employee's duties for the City. All outside employment shall be approved by the *employee's Department Head with the consent of the* City Manager to ensure compliance with the policies set forth herein. If outside activities contribute to any work-related problems, such involvement must be ended.

Guidelines: *Policy:*

1. Employee Performance. Outside employment or business activities must not compromise job performance. Employees are expected to fulfill all job duties and should *must* determine whether outside activities will create conflicts or hinder the effective completion of assigned responsibilities. The following problems which may result from outside employment must be avoided and may subject an employee to corrective action:
 - A) Attendance and Punctuality Pproblems, *including* Aabsence from work, arriving late, leaving early, unwillingness to work overtime or alternate hours/shifts.
 - B) Abuse of Lleave, *including* Uuse of sick leave or unpaid absences to work at another job.
 - C) Exchanging of job assignments, scheduled shifts, or scheduled work days to accommodate work at another job.
2. Outside Activities During City Time. Employees may not perform outside work or business activities while on duty.
3. Conflict of Interest. Employees may not work for any outside organization where such employment constitutes a conflict of interest with the City.
4. City Equipment and Facilities. Outside employment or activities must not involve use of City equipment, supplies, or facilities.
5. Use of City Name or Position. Outside employment activities must be avoided which may suggest or give the appearance that any individual or entity will be treated disproportionately or given advantage.
6. Corrective Action. Violation of these policies *this policy* may subject the employee to corrective action, up to and including termination.