

OUTSIDE EMPLOYMENT

Revised June 2023

SECTION: 14

A. POLICY

1. Employees may engage in employment outside of their City work hours if such employment:
 - a. Does not interfere with the proper and effective performance of their official duties or adversely affect their independence of judgment in the exercise of those duties;
 - b. Does not have the potential to impair physical and mental capability of the employee to perform their official duties nor have the potential to create a safety risk (such as insufficient sleep, etc.); and,
 - c. Does not present actual or potential conflict of interest for the employee or Tooele City.
2. Employee must give priority to their employment with Tooele City.
3. The Police Department Policies & Procedures Manual may provide additional information regarding outside employment of sworn law enforcement officers.

B. DEFINITIONS

For purposes of Section, “outside employment & employed/employment” means the receipt of wages, compensation or other consideration of value from another employer, organization, or individual other than Tooele City for services, product(s) or benefits rendered. It also includes those employees who are self-employed, and/or have a substantial interest or ownership in a business. This does not include volunteer services.

C. DISCLOSURE REQUIREMENTS

The Utah Municipal Officers’ and Employees’ Ethics Act, as amended, requires public officials and employees of the municipality to make certain disclosures both prior to and annually thereafter certain actions. Outside employment, in some circumstances, falls under this requirement. (See Section 0: Ethics & Conflicts of Interest herein this Manual)

To comply with State Code and ensure compliance with Tooele City’s Outside Employment policy, employees considering or engaged in outside employment shall complete and submit to their department head the Outside Employment Disclosure Form which provides certification that the outside employment complies with State Code and this policy.

Employees shall submit a new Disclosure if the circumstances relevant to the original disclosure change.

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D. DENIAL OR REVOKATION OF PRIOR APPROVAL

In the event Tooele City determines that outside employment does not comply with State Code or this policy, a statement of the reason and/or notice of policy violation shall be given to the employee.

Tooele City reserves the right to revoke any previous approval at any time. Notice of revocation shall be provided to the employee in writing with an explanation.

E. WORKING OUTSIDE EMPLOYMENT WHILE ABSENT FROM TOOEELE CITY

Employees should reference appropriate policies regarding paid leave benefits to determine any limitation on use of paid leave benefits while working outside employment.