

ARTICLE XXVII

SECONDARY EMPLOYMENT

Employment with the City by full-time and part-time employees should be considered the employee's primary employment. Secondary employment with other entities must not conflict with the duties of the employee. The City has prior call upon the services of its employees regardless of any conflict with secondary employment. An employee who engages in secondary employment must clearly define himself or herself as an employee of the secondary employer and not act or present himself or herself as an employee or agent of the City. The employee may not use City resources for the purposes of their secondary employment, including City email accounts. The City may terminate the employment of an employee whose secondary employment may interfere with the performance of his/her work, where a conflict exists, where the interests of the City are impacted as a result of the secondary employment, or where such employment or conduct negatively affects the image of the City or employees. An employee will not be permitted to work for another employer while on a leave of absence or while absent for illness from the City. An employee who desires to hold secondary employment while employed by the City must obtain the permission of his/her department head to maintain both sources of employment. Should the employee's department head change, the employee must seek approval from the new department head.

ARTICLE XXVIII

COMMUNICATIONS AND CONFIDENTIALITY

Communication is a joint responsibility shared by the City and employees. No information concerning the internal operations of the City, including, but not limited to, the release of records of the City, may occur except through, and with the permission of, the designated records custodian. Requests for information made to employees, whether on or off duty, must be referred to the records custodian.

Because of an employee's responsibilities at the City, an employee may have access to confidential City, resident, personnel or other sensitive information. This may include, but is not limited to, information concerning a resident's financial status, the City's business practices, including purchasing and negotiating strategies and employee records. This sensitive information cannot be disclosed to any personnel who do not have a legitimate business need to know, or to such persons outside of the City unless appropriately released by the records custodian. Official City business is confidential unless the records custodian determines otherwise.

The City acknowledges the right of its employees, as citizens, to speak out on issues of public concerns. When those issues are related to the City, however, the employee's expression must be balanced against the interests of the City. In situations in which the employee is not engaged in the performance of professional duties, the employee should state clearly that his/her expression represents personal views and not necessarily those of the City.