
SECONDARY EMPLOYMENT

The employee's City employment is considered the employee's primary job. Secondary employment must not interfere with the employee's scheduled hours, overtime hours when required, the proper performance of City assignments, or the meeting of deadlines. The term "employment" means both self-employment and employment by others.

PURPOSE: To establish a procedure whereby an employee may accept employment in addition to the employee's primary job for the City of North Las Vegas.

PROCEDURES:

- A. All employees are **required** to submit requests for approval of secondary employment on the attached form. Forms are available in the Human Resources Department.
- B. Failure to obtain approval for secondary employment will result in disciplinary action which could amount to termination.
- C. Completed requests require a statement from the immediate supervisor and the department head giving their reasons for recommending approval or disapproval.
- D. When reviewed by the Director of Human Resources, a copy will be forwarded to the employee via the department head.

CONDITIONS:

- A. Secondary employment must not be conducted or solicited while on duty. City-owned equipment or supplies shall not be used for secondary employment.
- B. Uniform or other identification bearing the City's identification must not be worn while conducting or soliciting secondary employment.
- C. Secondary employment must not interfere with the performance of the employee's job with the City. Consideration will be given to the number of hours worked in secondary employment and the nature of the work.

- D. There must be no conflict of interest. Secondary employment may not be worked directly or indirectly for contractors, suppliers, or any other business that may be construed as a conflict of interest. While performing the secondary job, no employees may authorize or review work performed in employee's City job.
- E. The Human Resources Department must be kept informed of all secondary employment and must be notified when secondary employment is terminated or modified from the original request. Modifications to the original request requires filing a new Request for Approval of Secondary Employment.
- F. No secondary employment will be approved if the association of the employee with a particular kind of business or activity would result in criticism or poor public relations for the City.

**CITY OF NORTH LAS VEGAS
Request for Approval of Secondary Employment**

To Be Completed by Employee	
Employee's Name _____	Title _____
Department _____	Address _____
Name of Secondary Employer _____	Address of Secondary Employer _____
If this request is to operate a business, will you employ other City employees? ___ Yes ___ No	
Describe in detail duties involved in secondary employment. (Use additional sheet, if necessary)	
I have carefully read the Conditions listed in the policy and sincerely believe that none of the stated conditions will be violated by approval.	
_____ (Employee's Signature)	_____ (Date)

Immediate Supervisor: ___ Approved ___ Disapproved _____
Signature Date

Department Head: ___ Approved ___ Disapproved _____
Signature Date

Director of Human Resources ___ Reviewed _____
Signature Date

City Manager: ___ Approved ___ Disapproved _____
Signature Date

Comments, if any _____

To Be Completed by Employee When Secondary Employment is Terminated	
My secondary employment with _____ was terminated on _____ (Company Name) (Date)	
_____ (Employee's Signature)	_____ Date