

# **CITY OF COMMERCE**

## **ADMINISTRATIVE POLICIES**

### **CONFLICT OF INTEREST/MOONLIGHTING**

#### **1.0 PURPOSE**

To establish guidelines to guard against conflicts of interest, and to assure an employee's ability to render full service to the City.

#### **2.0 POLICY**

- 2.1 Employees should avoid situations that might cause their interests to conflict with the City or might compromise the City's integrity and reputation.
- 2.2 A conflict, or the appearance of one, occurs when an employee or an immediate family member uses the employee's position at the City for personal benefit through an investment, association, or business relationship that interferes with the employee's ability to exercise independent judgment on behalf of the City.
- 2.3 An example would be having a financial interest in, or moonlighting with, any company that is a customer or supplier of the City or in anyway could be subject to any proposal or permit arising from the employee's official duties.
- 2.4 Full-time employees are discouraged from accepting second jobs, whether self-employment or otherwise.
- 2.5 All employees considering second jobs MUST obtain permission from the Department Head and the City Manager in order to ensure that the job will not create a conflict of interest or interfere with the proper performance of their duties. Approval for a second job must be in writing in the employee's personnel file at City Hall. Failure to obtain permission will result in disciplinary action, up to and including dismissal. If the Department Head does not give permission to retain the second job, see 2.7, A&B.
- 2.6 Police Officers working short-term (two (2) months or less) security positions must obtain permission from the Department Head only.
- 2.7 The Department Head may re-evaluate the employee having a second job. If it is believed that the second job is interfering with the proper performance of duties and/or if there is a conflict of interest, the Department Head may reconsider and retract permission in writing.
  - A. The employee must terminate the second job by the date given by the Department Head.

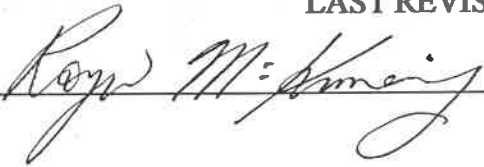
B. Any employee who does not terminate the second job will be subject to disciplinary action, up to and including dismissal.

2.8 Before accepting any type of gift or promotional item from an outside entity, the employee should consult his/her Department Head.

EFFECTIVE: 01-21-02

LAST REVISED: 06-01-97

CITY MANAGER APPROVAL:

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