

## **OUTSIDE EMPLOYMENT ("Moonlighting")**

If you wish to seek additional outside employment, you must obtain prior approval to do so from your department head and the City Manager. To start this approval process, obtain the proper form from Baxter or from the Human Resources Department. Complete the form and submit it through your departmental chain of command. You will be notified of the results of your request.

If the City Manager determines that any employee's outside employment interferes with performance of duties or results in a conflict of interest, he may order it terminated. (Section 2-14-290, Personnel Merit System.)