CITY OF DETROIT
HUMAN RESOURCES DEPARTMENT
ADMINISTRATION

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MEMORANDUM

To: All Department Directors, Deputies and Agency Heads

From: Denise Starr, Human Resources Director

Date: Reissued – December 7, 2015

RE: OUTSIDE EMPLOYMENT POLICY – HUMAN RESOURCES DIRECTIVE #2015-1

The Outside Employment Policy provides that City employees must notify and obtain permission from their department or agency head to begin or continue employment with an outside employer. This would include self-employment where the person solicits work for profit, or if the individual has any ownership or managerial interest in any business. Failure to provide notice of outside employment or continuing outside employment after the request is denied shall subject the employee to discipline up to and including discharge.

A "Request for Approval of Outside Employment" form must be completed by the employee to notify his/her department or agency management of any current or future expected outside employment. The Human Resources Office for the department or agency will maintain a supply of this form.

Personnel Directive #77-3 states that in determining whether or not to approve the request, the department or agency head should insure that the outside employment request complies with the following terms:

1. That the outside employment will not adversely affect the reputation and good name of the City service.

2. That there is no conflict of interest of either a personal or financial nature between the City employment and the outside employment. (See Sec. 2-106 of the Charter of the City of Detroit.)

3. That such outside work is not performed during the employee's scheduled hours of service in City employment and that travel to such outside employment does not create a similar time conflict.

4. That specific inquiry be made to determine that the outside work is not so burdensome as to impair the efficiency of the employee in his/her City position, or likely to cause absence or tardiness.

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5. That the type of conditions or the requested outside employment shall not be contrary to departmental rules, City Ordinances, City Charter, State or Federal law.

6. That any approval shall be made subject to annual renewal or earlier if approval for a lesser time, and, in any case shall be required each time the employee makes a request for outside employment.

If you have any questions on this matter, you may contact the Human Resources Policy and Planning Division at 313 224-3710.

cc: Ursula Holland, Chief Employee Services Officer/Deputy Director
Kimberly Hall-Wagner, Chief Policy & Planning Officer