

RESOLUTION NO. 2022-

23


**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ASHLAND CITY UPDATING SECTION II: OUTSIDE EMPLOYMENT OF THE PERSONNEL POLICIES AND PROCEDURE MANUAL GOVERNING EMPLOYMENT WITH THE TOWN OF ASHLAND CITY**

WHEREAS, the City Council for the Town of Ashland City has adopted resolution 2020-33 as the most recent Employee Manual; and

WHEREAS, the Employee Manual shall be updated with the attached changes.

NOW, THEREFORE BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF ASHLAND CITY, TENNESSEE, that the Employee Manual updates and changes, attached hereto, is hereby approved, and adopted and shall replace any previously adopted sections of the Employee Manual and shall become effective immediately following passage of this resolution.

We, the undersigned City Council members, meeting in Regular Session on this 14<sup>th</sup> day of June 2022, move the adoption of the above Resolution.

Councilmember  moved to adopt the Resolution.

Councilmember  seconded the motion.

Voting in Favor 7 Voting Against 0

Attest:

  
Mayor Jeffrey Smith

  
City Recorder Alicia Martin, CMFO

## OUTSIDE EMPLOYMENT

No **Full-Time** employee of the Town of Ashland City shall accept any outside employment without prior written authorization from the Mayor, the employees Department head, and Human Resources before undertaking any outside employment.

The Mayor or Department head shall not grant such authorization if the work is likely to interfere with the satisfactory performance of the employee's duties, or is incompatible with the employee's municipal employment, or is likely to cause discredit upon or create embarrassment for the Town of Ashland City.

Before outside employment begins, employees must present a written request describing the work to be performed. This form will be placed in the employees personal file.

Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early.

In addition, employees who have accepted outside employment may not use paid sick time to work on an outside job.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action up to and including termination.

## Outside Employment

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Title: \_\_\_\_\_

I hereby request approval to engage in outside employment as described below:

Nature of employment:

\_\_\_\_\_  
\_\_\_\_\_

Time required for employment: \_\_\_\_\_

I understand that The Town of Ashland City policy forbids me from engaging in any form of outside employment or business opportunity, for myself or another employer, which would conflict or interfere with my job especially while on company time. Additionally, I understand that using company equipment or materials for outside employment is strictly prohibited. I understand that in order to engage in outside employment, I must receive approval from my Mayor, Department Head and Human Resources in advance of performing such outside employment, and that the approval may be withdrawn at any time. I also understand and agree that my outside employment must be suspended if my work status with The Town of Ashland City is sick leave, FMLA leave, workers compensation leave or restricted duty. I understand that failure to comply with the policy could result in disciplinary action up to and including termination of employment.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

### **Approval**

\_\_\_\_\_ Request Approved Mayor's signature

\_\_\_\_\_ Request Approved Department Head's signature

\_\_\_\_\_ Request Approved Human Resource's signature

Comments or Special Conditions: \_\_\_\_\_

\_\_\_\_\_

*Forward completed form to the Human Resource Department.*