



OUTSIDE EMPLOYMENT DISCLOSURE FORM

Name: _____ Date Submitted: _____

City Position: _____ Division: _____

Outside Employment Policy Summary & Disclosure Requirements

See Personnel Policies & Procedures Manual Section 14: Outside Employment.

The Police Department Policies & Procedures Manual may provide additional information for sworn law enforcement officers.

Employees may engage in employment outside of their City work hours if such employment:

1. Does not interfere with the proper and effective performance of their official Tooele City duties or adversely affect their independence of judgment in the exercise of their official duties,
2. Does not have the potential to impair physical and mental capability of the employee to perform their official duties nor have the potential to create a safety concern (such as appropriate sleep, etc.); and,
3. Does not present potential conflict of interest for the employee or Tooele City.

Employee must give priority to their employment with Tooele City.

For purposes of this policy, "outside employment & employed/employment" means the receipt of wages, compensation or other consideration of value from another employer, organization, or individual other than Tooele City for services, product(s) or benefits rendered. It also includes those employees who are self-employed, and/or have a substantial interest or ownership in a business. This does not include volunteer services.

To comply with Utah State Code and to ensure compliance with Tooele City's Outside Employment policy, employees considering outside employment shall:

1. Complete and submit to their department head, this Outside Employment Disclosure Form and complete and submit a new Outside Employment Disclosure Form if their position with Tooele City or outside employment changes.
2. Make the required disclosures as outlined in Section 1: Ethics & Conflict of Interest in the Tooele City Personnel Policies and Procedures Manual which provides notice of the Utah Municipal Officers' and Employees' Ethics Act, disclosure requirements.

Employee Disclosure

As required by State Code and City Policy, I am disclosing that I am considering or have engaged in outside employment as follows:

Outside Employment Company Name:	
I am:	<input type="checkbox"/> An employee <input type="checkbox"/> Self-employed/Owner/ Have a Substantial Interest or Ownership
Outside Employment Position & Brief Description of Duties or Services Rendered:	(Attach additional documentation to provide any additional information you deem pertinent.)

Certification of Compliance with State Code & City Policy

My outside employment complies with State Code and City policy because (All three must be checked):

1. <input type="checkbox"/> It will not interfere with the proper and effective performance of my official duties.
2. <input type="checkbox"/> It does not have the potential to impair my physical and mental capability to perform my official duties nor have the potential to create a safety risk (such as appropriate sleep, etc.).
3. <input type="checkbox"/> To the best of my knowledge, the outside employment is not and will not create a conflict of interest in my current position with Tooele City.

Some examples of how a conflict of interest may arise include, but are not limited to:

- The outside employment impairs your ability to report to work for an emergency call-out which is essential to your position with Tooele City.
- Customers or clients will contact you at Tooele City or during your work hours with Tooele City in a manner not in compliance with Section 36: Personal Use of City Resources de minimis or incidental use. To avoid the appearance that government resources (including staff, time, and equipment) are used to handle outside employment or business affairs, employees must take appropriate action to minimize this potential conflict of interest perception.
- The nature of the work is not well defined or is not sufficiently different from your position with Tooele City to ensure that the public or customers do not mistakenly perceive your outside employment is on behalf of, or acting as an agent for, Tooele City.
- Tooele City may engage in business transactions with my employer or business and because of my position either with Tooele City or my outside employment, there may be perception that you could influence the professional conduct, including allocation of time and energy or resources, for the benefit of either employer.
- The outside employment has the potential to interfere with or cause conflict due to the information acquired because of your employment with Tooele City.
- Because of your position with either Tooele City or your outside employment, you provide consultation services, have influence over the terms or specifications of contracts between the parties, have the ability to procure or obtain services from either, or you serve as an evaluator or initiator relating to the requisition in which you have a personal interest.

Note To Employee: Your signature certifies that you have read and understand Tooele City's Outside Employment policy and procedure and that the information you provided on this form is true and correct. You must complete a new Disclosure if any changes occur in your outside employment responsibilities or in your position/duties with Tooele City. You must also complete an annual Conflict of Interest Disclosure pursuant to Tooele City Personnel Policy & Procedure Manual Section 1: Ethics & Conflict of Interest, if applicable.

Employee Signature: _____ Date: _____

City Review & Signatures

<input type="checkbox"/> The City considers the employee's proposed or current outside employment to be in compliance with State Code and Tooele City's Outside Employment policy.
<input type="checkbox"/> The City needs additional information, as listed below, to determine whether the employee's proposed or current outside employment is in compliance with State Code and Tooele City's Outside Employment policy. <div style="border: 1px solid black; height: 40px; margin-top: 5px; padding: 2px;">Attach and additional sheet if needed.</div>
<input type="checkbox"/> The City considers the employee's proposed or current outside employment to be an impermissible conflict of interest, or violation of State Code or Tooele City's Outside Employment policy for the following reason(s): <div style="border: 1px solid black; height: 40px; margin-top: 5px; padding: 2px;">Attach and additional sheet if needed.</div>

Department Head Signature: _____ Date: _____

Employee Signature: _____ Date: _____