

CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 121

July 27, 2010

TO: All Departments, Boards, Agencies and Commissions

FROM: Andrew Kopplin, First Deputy Mayor and Chief Administrative Officer

SUBJECT: UNCLASSIFIED PERSONNEL OUTSIDE EMPLOYMENT POLICY

1. PURPOSE.

The purpose of this memorandum is to establish guidelines for outside employment by unclassified employees of the City of New Orleans. The City of New Orleans and its agencies and departments have a vested interest in the outside activities of its employees. In as much as public perception, moral character, and public associations affect the overall professional appearance of the City, it is the intent of the First Deputy / Chief Administrative Officer that outside employment be reviewed by his office for approval and appropriateness.

2. DEFINITIONS.

- A. Outside Employment: Outside employment is the employment of any unclassified employee by another individual, business, establishment, or organization, or on a self-employed basis, where the member is privately paid and is performing duties of a non-city function.
- B. Short Term Outside employment: Outside employment worked on a non-recurring schedule for the same employer.
- C. Permanent Outside employment: Outside employment worked on a recurring schedule for the same employer.

3. POLICIES.

- A. Permanent Outside Employment shall not be allowed.
- B. Short Term Outside Employment may be allowed in limited circumstances subject to the written approval of the CAO.
- C. If employees receive advance written approval from the CAO for short term outside employment, such outside employment:

- a. Shall not be undertaken during the employee's regular working hours with the City unless the employees has requested and has been approved to take leave by his/her supervisor.
 - b. Shall not represent a conflict of interest with the employee's duties as a public employee pursuant to the La. Code of Governmental Ethics.
 - c. Shall not interfere with the employee's performance of duty.
- D. While working in approved outside employment, employees shall conform to all City policies, rules, procedures, and orders.
- E. This policy shall be effective as to all new hired employees as of May 3, 2010. Any current employee that was hired prior to April 1, 2010 must comply with this policy as of October 1, 2010.

4. PROCEDURE.

- A. Unclassified employees desiring to work outside city employment shall completed and submit an Outside Employment Authorization Form. Approval of the request by the CAO must be prepared prior to accepting the outside employment.
- B. Outside Employment Authorization forms shall be submitted to the CAO for consideration and written approval.
- C. Employee shall file, at the office of CAO, a personal financial disclosure form for any Approved Outside Employment. The financial disclosure report shall reflect the sources and amounts the employee received for any approved Outside Employment activities with respect to any transactions, employment, and/or liabilities related to the Outside Employment for the prior calendar year.

5. EXEMPTIONS.

This Policy shall not apply to persons elected to or holding public office that are otherwise in compliance with state and/or federal law prohibiting dual office-holding.

6. INQUIRIES.

Questions regarding this memorandum may be addressed to the Chief Administrative Office.