

**CITY OF NEW ORLEANS  
CHIEF ADMINISTRATIVE OFFICE**

**POLICY MEMORANDUM NO. 131(R)**

**June 11, 2015**

**TO:** All Departments, Boards, Agencies and Commissions

**FROM:** Andrew D. Kopplin, Chief Administrative Officer 

**SUBJECT: Classified Employees Outside Employment Policy**

**I. PURPOSE**

The purpose of this memorandum is to establish guidelines for outside employment by classified 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. Inasmuch as public perception, public associations, and conflicts of interest affect the overall professional appearance of the City, outside employment must be reviewed by the Chief Administrative Office for approval and appropriateness.

**II. DEFINITIONS**

"Outside Employment" is the employment of any classified City employee by another individual, business, establishment, or organization, or on a self-employed basis or where the member is privately paid and is performing duties of a non-city function. Outside employment does not include police secondary employment or paid details.

**III. GOVERNING AUTHORITY**

Home Rule Charter Section 4-302(5) authorizes the Chief Administrative Officer to "prescribe accepted standards of administrative practice to be followed by all offices, departments, and boards."

**IV. CONSIDERATIONS**

Written approval from the CAO and from the appropriate Department Head for outside employment will not be unreasonably withheld and will be based upon the following restrictions and ethical considerations:

1. Outside employment shall not be undertaken during the employee's regular working hours with the City unless the employee has requested and has been approved to take a leave by his / her supervisor.

2. Outside employment shall not represent a conflict of interest with the employee's duties as a public employee pursuant to the La. Code of Governmental Ethics.
3. Outside employment shall not interfere with the employee's performance of his/her duties as a City employee.

#### **V. PROCEDURE**

1. This policy is effective immediately for all new hires. Newly hired classified employees desiring to work outside city employment shall complete and submit an Outside Employment Authorization Form. Approval of the request by the Department Head and CAO must be received prior to accepting the outside employment, except for the Department of Police, who shall use their current approved outside employment authorization forms.
2. Current classified employees who have outside employment and were hired prior to the effective date of this policy are required to submit the attached Outside Employment Authorization Form for approval no later than July 1, 2015. The Department of Police shall ensure all employees have up-to-date outside employment authorization forms and forward those to the CAO by the deadline.

#### **VI. INQUIRIES**

Questions concerning this memorandum should be addressed to the Chief Administrative Office at (504) 658-8900.

ADK

Attachment: Outside Employment Authorization Form