

City of Los Alamitos

Administrative Regulation

Regulation:	1.7	 City Manager
Title:	Outside/Off-Duty Activities	
Authority:	City Manager	
Date:	May 2, 2005	
Revised:		

- 1. Purpose:** The purpose of this regulation is to provide guidelines and prohibitions for outside/off-duty activities by City employees.
- 2. Application:** This Administrative Regulation shall apply to all non-elected employees of the City of Los Alamitos.
- 3. Regulation:**

A. Authorization for Outside Activities

Although the City recognizes the employee's right to engage in private and/or commercial activities outside the normal working hours, the City expects each employee to avoid those outside activities which are a conflict of interest or which may potentially become a conflict of interest.

Therefore, all employees interested in pursuing private and/or commercial activities outside normal working hours that have the potential for a conflict of interest shall be required to present a written explanation of such activities to the department head for approval. A copy of the written explanation and approval or disapproval by the department head shall be forwarded to the Personnel Officer for insertion in the employee's personnel file.

B. Prohibited Activities

Employees shall avoid outside activity with individuals or companies doing business with or soliciting business from the City. Employees shall not engage in outside activity, which may unduly influence professional decisions, actions or judgment made on behalf of the City. Employees shall not engage in outside activity which may deprive the City of their time, attention and loyalty during normal working hours. Employees shall not engage in outside activity which may require confidential information concerning the City. Employees shall avoid significant financial interest in companies doing business with or soliciting business from the City. Employees shall not engage in outside activity requiring the use of City property, equipment or supplies. Employees shall not use City stationary, forms or equipment, including telephones and postage, in any capacity not directly related to the performance of assigned duties with the City.

C. *Conflicting Activity*

Employees conducting outside activities conflicting with, compromising or reflecting unfavorably upon City interests shall be requested to terminate such activities. Employees continuing to conduct outside activities conflicting with, compromising or reflecting unfavorably upon City interests, after a request to terminate such activities, shall be subject to disciplinary action. Discipline shall be administered in accordance with these personnel policies.

D. *Outside Employment*

Except as otherwise indicated by an Employment Agreement, all employees (other than elected) shall not engage in outside employment without approval of the Department Head and/or City Manager. Such approval shall be for employment of not more than 20 hours per week and shall be in conformance with all provisions of this Administrative Regulation.