

To: Lehi City Full-time Employees
From: David Kitchen, Human Resource Manager
Re: Reminder on Secondary Employment
Effective Date: May 1, 2019



The memo is to clarify and remind city employees about secondary employment. In general, full-time employment with Lehi City is viewed as primary employment. Additional employment outside of Lehi City is viewed as secondary employment and is allowed if it doesn't reasonably conflict with primary job duties with Lehi City.

A. Policy

As stated in the Employee Policy Manual, Section VI: Employee Conduct

14. Secondary Employment

- a. Lehi City employment is primary.
 - i. Employment with Lehi City shall be the employee's primary employment. Lehi City employees are permitted to engage in secondary or outside employment under the following guidelines. Outside employment must not be of a type that would reasonably give rise to criticism or suspicion of conflicting interests or duties.
 - ii. Employees are required to provide written notification to the employee's department director and the City Administrator, or designee, using the Employee's Notice of Secondary Employment form before starting any secondary or outside employment. This notification should include the following information:
 - A. The employer's name, business name, and business address.
 - B. A general overview of the type of business engaged in by the secondary employer.
 - C. The specific duties engaged in by the employee at their secondary employment.
- b. Lehi City's approval process
 - i. The City Administrator, or designee, shall review the information contained in the Employee's Notice of Secondary and determine whether the employee's secondary employment is approved or denied. Factors to consider include, but are not limited to, the following:
 - A. That the secondary employment reasonably articulates some factor or factors which could negatively impact their employment with Lehi City. For example, that the secondary employment could reasonably be expected to be too physically or mentally draining on the employee.
 - B. That the secondary employment could invoke a conflict of interest with their employment with Lehi City
 - C. That the secondary employment is immoral or unethical.
 - D. The recommendation of the immediate supervisor of the employee seeking approval for secondary employment.

- ii. This decision shall be communicated in writing to the employee, using the same Employee's Notice of Secondary Employment. The employee is expected to abide by the final decision of the City Administrator.

B. Points of Explanation:

1. Lehi City is a professional association whose purpose, among others, is to provide professional services to its citizens. Its employees must adhere to high standards of public service that emphasize professionalism, courtesy, and avoidance of even the appearance of illegal or unethical conduct.
2. In addition, employees are to follow the City's policy on non-City Activities:
Non-City Activities. Lehi City employees shall not use Lehi City owned property in support of outside interests and activities. Specifically, an employee who is involved in an outside activity such as a civic organization, church organization, committee unrelated to Lehi City business, public office, or service club, shall:
 - a. Pursue the non-City activity on the employee's own time.
 - b. Pursue the non-City activity away from Lehi City offices.
 - c. Discourage any phone, mail or visitor contact related to the non-City interest at Lehi City offices.
 - d. Arrange for annual leave or compensatory time off in advance to pursue the non-City interest during business hours.
3. Considering multiple different scenarios and circumstances, it is best to communicate with your supervisor with any concerns and to be open and honest.