

**PERSONNEL POLICIES AND GUIDELINES  
CITY OF CLAY CENTER, KANSAS**

**ARTICLE L. OUTSIDE EMPLOYMENT**

**L-1. Outside Employment.** Outside employment constitutes a City Employee holding a second job with another employer. Outside employment by a full-time Employee is permitted only when such outside employment: (1) is considered secondary to service with the City; (2) does not interfere with the performance of duties for the City; and (3) no legal, financial or ethical conflict of interest results from such dual employment. An Employee must obtain approval, in writing from his or her Department Head, prior to accepting outside employment or any change in the nature of such outside employment. A request to perform continuous outside employment must be renewed annually by the Employee and re-authorized by the Department Head.