

CITY OF HUMBLE

RESOLUTION NO. 16-770

A RESOLUTION OF THE CITY OF HUMBLE, TEXAS, CREATING SECTION 4.16.01 "OUTSIDE EMPLOYMENT" OF THE CITY OF HUMBLE PERSONNEL POLICIES.

WHEREAS, the governing body of the City of Humble, Texas deems it a necessity to create Section 4.16.01 of the Personnel Policies of the City of Humble as follows:

4.16.01 **OUTSIDE EMPLOYMENT:** Employees are prohibited from engaging in any outside employment unless requested in advance in writing using the appropriate form, as applicable, and approved by the Department Head. The City will deny or withdraw permission for outside employment if at any point it adversely affects the employee's ability, fitness or readiness to perform their regular duties.

Outside employment should never be an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. Use of the City equipment for outside employment and conducting outside employment on City time is strictly prohibited.

Employees seeking outside employment after hours should be aware that the City's workers' compensation will not cover accidents or injuries suffered while in the employ of another entity. It is your responsibility to be sure that your second employer carries the insurance you need. If you are self-employed, and are injured while working your own business, you will not be covered by the City's workers' compensation.

Police officers will be covered by the City's workers' compensation insurance policy if the injury occurs while an officer is acting in an official capacity for the City of Humble.

Employee rights must be balanced against the City's need for maximum productivity during working hours and for employee/public safety. Any employee in a safety/security position who is approved for outside employment (paid or unpaid as a volunteer) is required to have a break of 8 hours for all personnel excluding Firefighters/Paramedics/EMTs which are required to have a 12 hour break prior to starting their regular shift with the City.

Department heads may impose additional departmental rules requiring that volunteer work be reported to and approved by the department head.

Reference City of Humble Fire Department Outside Employment in Section 12 - FORMS

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF HUMBLE TEXAS:

Section 1: That the City Council of the City of Humble, Texas does hereby create Section 4.16.01 of the Personnel Policies of the City of Humble as stated in the preamble of this Resolution.

Section 2: That this created Section shall go into effect immediately on and from the date of passage of this Resolution.

PASSED, APPROVED, AND RESOLVED this the 22nd day of September, 2016.

APPROVED:



Merle Aaron
Mayor

ATTEST:

Jason Stuebe
City Secretary