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| **Secondary Employment** | Related Policies:  |
| *This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.* |
| Applicable KY Statutes: |
| OSHA: |
| NFPA Standard:  |
| Date Implemented: | Review Date: |

1. **Policy:** It is the policy of this Fire Department that every employee shall treat their employment by the Fire Department as their primary employment, and devote their full attention to the department and its operations. All employees are expected to report to work on time and in such mental and physical condition that they are able to perform their duties efficiently, effectively and appropriately for the duration of their shift. Secondary employment that conflicts with, impairs, or otherwise interferes in any way with an employee’s primary employment by the Fire Department is prohibited.
2. **Purpose:** This procedure describes the regulations governing secondary employment by members of the Fire Department.
3. **Definitions:** Secondary employment: the practice of any trade, business or profession, including self-employment, and all other non-Fire Department employment.
4. **Procedure:**
5. Each employee shall treat their employment by the Fire Department as their primary employment.
6. Any other employment that a Fire Department employee engages in shall be consistent with their duties to the Fire Department.
7. Secondary employment that conflicts with, impairs, or otherwise interferes in any way with an employee’s primary employment by the Fire Department is prohibited.
8. Any Fire Department employee who intends to engage in secondary employment, shall complete the Secondary Employment Permission Request Form, forward it through channels to the Fire Chief, and receive approval prior to starting the secondary employment.
9. Employees shall not engage in secondary employment of a nature that could bring discredit upon the Fire Department, that could be deemed a conflict of interest, or that is otherwise incompatible with the proper discharge of the employee's duties.
10. Employees shall not engage in secondary employment which requires the employee to utilize City records or correspondence to which the employee has access, and which are not otherwise generally available to the public.
11. Employees shall not engage in outside work at any location or employment which may bring the Fire Department into disrepute.
12. Employees shall not use Fire Department property to support their secondary employment, i.e., computers, office products, telecommunications equipment, etc.
13. Employees shall not engage in secondary employment in any situation which would require the employee to be in conflict with the mission of the fire department.
14. Secondary employment must not interfere with an employee's assigned duties or work hours, nor leave the employee in a tired, exhausted, run-down, dehydrated, or sleep deprived state upon reporting for duty.
15. The Fire Chief shall regulate the secondary employment of Fire Department members, and shall approve or disapprove of all requests for secondary employment submitted via the Secondary Employment Permission Request Form.
16. If the request for secondary employment is disapproved, the employee will have the opportunity to provide additional information in person to the Fire Chief. After the in person meeting, the decision of the Fire Chief is final.
17. When approved, the employee will receive a copy of the approved Secondary Employment Permission Request Form and the original will be retained in the employee's departmental personnel file.
18. A separate Secondary Employment Permission Request Form shall be completed for each secondary employment activity.
19. All secondary employment requests be renewed annually. Employees should submit their Secondary Employment Permission Request Form renewals by December 15 for the following January 1.

Secondary Employment Permission Request Form

The Fire Department policy on ***Secondary Employment*** requires that prior to accepting secondary employment each employee must seek and obtain the approval of the Fire Chief. Secondary employment is defined as the practice of any trade, business or profession, including self-employment, and all other non-Fire Department employment. After approval is received, the original of this form shall be placed in the employee’s permanent personnel file with a copy to the employee. The policy further provides that this approval process must be repeated at the start of each calendar year. Failure to comply with this policy may lead to possible disciplinary action.

**Please note that a separate form is required for each secondary employment.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Assignment and Shift: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby request approval for me to engage in the following secondary employment:

Describe the secondary employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employers name and address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (if self-employed please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explain the Hours/Time Commitment Involved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I acknowledge that this form must be completed prior to beginning any new secondary employment and each year for continuing secondary employment; that any secondary employment listed above must be consistent with my responsibilities to the Fire Department, shall not compromise my professional responsibilities to the Fire Department, and that any secondary employment listed above shall not conflict with those responsibilities to the Fire Department as my primary employer.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name

APPROVED: \_\_\_\_\_\_\_ DISAPPROVED: \_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature FIRE CHIEF Date