

	Pittsfield Charter Township	PERSONNEL POLICY - 110 Outside Employment	
		Authorization or Resolution Number: 19-19 <u>20-56</u>	Created On: 06/01/2005 Revision Date: 06/12/2019 <u>12/09/2020</u>

Outside Employment

Because of Pittsfield Charter Township's obligations to its residents, the Township must be aware of any concurrent employment you may have to determine whether ~~or not~~ it presents a potential conflict of interest or may interfere with your employment with the Township.

Before beginning or continuing outside employment, employees are required to put a request in writing detailing their involvement with the other employer and obtain written approval from the Director of the Department in which they work. Outside employment is defined as any work in which you are paid or receive other consideration by an entity other than the Township, including a business that is owned, in whole or in part, by the employee. Failing to obtain prior approval as described may be cause for disciplinary action, up to and including termination of employment. Employees who are on leave of absence, including FMLA leave or Workers' Compensation leave, are prohibited from having outside employment during their leave.

All employees ~~will be~~ held to the same standards of performance and scheduling expectations, regardless of any outside employment. If it is determined that outside employment is impacting your performance or your ability to meet your job requirements, you will be asked to terminate the outside job if you wish to remain employed at the Township.

Outside employment that constitutes a conflict of interest is prohibited.