

#### 4.05 OUTSIDE EMPLOYMENT AND UNPAID ACTIVITIES

**Rule**

Outside employment by ~~City Auditor's Office~~ employees is permissible if it does not adversely impact the employee's ~~City work for the Auditor's Office~~, is in accordance with the ~~City's administrative~~ rules on Ethical Conduct (~~HR Administrative Rules 11.01, 11.02 and 11.03~~), the ~~City's Auditor's Office Code of Ethics~~ and if it does not create a conflict of interest with the employee's ~~City job in the Auditor's Office~~. ~~Bureaus may implement more restrictive rules on outside employment.~~ The rules on outside employment apply to both paid and unpaid activities, including volunteer activities.

**Outside employment shall not:**

1. Involve use of ~~City Auditor's Office~~ time, facilities, equipment and supplies, or the influence of the employee's position with the ~~Auditor's Office~~City; or
2. Involve receipt of money or other consideration for duties performed as an ~~Auditor's Office~~ City-employee; or
3. Involve competing with the ~~Auditor's Office or the~~ City in providing a service or product; or
4. Involve such time demands as would render performance of the employee's duties less efficient or take precedence over extra duty required by ~~Auditor's Office~~ City employment.

**Employee  
Responsibility and  
Procedures**

In the event that outside employment involves actions ~~that which~~ may be directly or indirectly subject to the control, inspection, review or audit by the City ~~or the Auditor's Office~~, it is the employee's responsibility to report the details of the employment to their supervisor. ~~Any outside employment that may border on violating the above stated principles or may give the appearance of impropriety must also be reported.~~

**Volunteerism**

The ~~Auditor's Office City of Portland~~ encourages employees to become involved in their communities. ~~When such volunteer activities occur during regular working hours, employees must receive approval from their supervisor to participate. Employees generally will not be paid for volunteer activities that occur during regular working hours, although, with supervisory approval, they may use vacation leave, compensatory time or a flex schedule. In some limited circumstances where the volunteer activity is directly related to the bureau's office's mission and is approved by the City Director Auditor, employees may receive pay for participation during regular working hours in such activities.~~

**Potential Conflict of  
Interest**

If an employee's outside employment or volunteer activities entail responsibilities that include financial transactions or financial decisions involving funds received directly or indirectly from the City, the employee must inform their ~~bureau director~~ ~~City~~

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Auditor in writing of the potential conflict. The ~~bureau-director~~City Auditor shall determine if an actual conflict exists and if so, document how the conflict was addressed. The ~~bureau-director~~City Auditor shall also provide that documentation to the City Controller.

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**Accepting Outside  
Employment**

Except as otherwise provided in this rule or by ordinance, no person holding a budgeted position in the ~~City Auditor's Office~~ shall be granted a leave of absence for the purpose of engaging in outside employment. -This prohibition does not apply to unpaid activities.

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**Administrative Rule  
History**

~~Adopted by Council March 6, 2002~~  
~~Effective April 5, 2002~~  
~~Revised October 15, 2002~~  
~~Revised September 16, 2005~~  
~~Revised July 9, 2007~~  
~~Revised December 4, 2013~~

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