

	CITY OF DECATUR PERSONNEL POLICY		
Chapter 05	Conduct		
Section 03	Outside Employment		
Revised By:	Nate Mara, City Manager	Revised Date:	December 08, 2025
Approved By:	Nate Mara, City Manager	Effective Date:	January 1, 2026

05.03 - Outside Employment

A. Written Authorization Required.

City employees may engage in outside employment provided they receive prior written approval from their Department Director. The employee will also need to sign an outside employment agreement.

B. Outside Jobs Coordinated through the Fire and Police Department.

Firefighters and Police officers authorized to work part-time jobs coordinated by and through the City’s Fire and Police Department must perform the outside employment in accordance with applicable Fire and Police Department procedures.

C. Prohibited Activities.

Employees will not be permitted to engage in outside employment (including self-employment) or other activities that might discredit the City, result in a conflict of interest or a potential conflict of interest, or adversely affect the employee's job performance.

D. Workers’ Compensation Coverage.

Employees are not covered by the City's workers’ compensation insurance while working on location for another employer.

E. Outside Employment While on Leave Prohibited.

Approval for outside employment as set out in this policy does not authorize an employee on FMLA leave, PTO leave, disability leave, workers’ compensation leave, administrative leave, unpaid leave of absence, or on restricted or light duty to engage in any outside employment. Any exceptions must be expressly authorized in writing by the Department Director and the Human Resources Department, or if applicable, by the City Manager.