

Notice of outside employment

The purpose and intended use of disclosing outside employment is to ensure compliance with the City’s Ethics Ordinance. By disclosing outside employment, the City can assist you in evaluating whether your outside employment violates the Ethics Ordinance. You may refuse to supply the requested data. However, if you engage in outside employment without completing and submitting this form, you may be subject to discipline up to and including termination of your City employment. Those authorized to receive your completed outside employment form include your department’s management team, including your supervisor and department head, department administrative staff, human resources, the ethics officer, the Ethical Practices Board and entities authorized by state or federal law.

Section 15.60 of the City of Minneapolis ethics ordinance governs outside employment for City employees. The ordinance requires an employee to notify their department head (an appointed employee shall notify their appointing authority) before accepting outside employment or entering into a contract for services. Outside employment must comply with the Ethics Code provisions. (See Page 2 of this form.) The comments must also address the use of vacation or compensatory time if applicable. This form shall be submitted annually on the last Monday of January each year that the outside employment or contract for services exists.

- Before accepting outside employment, you must obtain all signatures required for this form.
- Please complete this form and submit it to your supervisor and department head or appointing authority for processing.
- Your supervisor will advise you of the status of your request and file the form with the department’s employee personnel records.

Please contact the ethics officer, ethicsofficer@minneapolismn.gov, with any questions about the ethics code’s outside employment provisions or about completing this form.

PLEASE PRINT OR COMPLETE ONLINE AND PRINT			
Employee name (last, first and middle initial)		Employee identification number	Work phone number
Department	Division	Job title (City job)	Work location (City job)
Describe below your other employment (include company name, job title, duties, when work is performed and anything else that may be relevant. (If more space is needed, please use page 2 of this form):			
Supervisor/director/department head comments (If more space is needed, please use page 2 of this form)			
Employee signature		Date signed	Supervisor/director/appointing authority signature
			Date signed
This application is: <input type="radio"/> Approved <input type="radio"/> Not Approved		Department head signature	
		Date signed	

Additional comments

15.60. - Outside employment

- (a) A local official or employee shall not accept employment or enter into a contract that:
 - (1) Interferes with the proper discharge of his or her public duty; or
 - (2) Creates a conflict of interest that would materially impair the local official's or employee's ability to serve the city.

Local officials, as defined in subsection (3) of that definition in [section 15.280](#), who are not subject to provisions (c) and (d) of this section must still comply with this provision.
- (b) Except for employment with the city, a local official or employee shall not accept employment or enter into a contract with any party or beneficiary to:
 - (1) A pending or existing city contract if the local official or employee participated in the negotiation, development, awarding, or management of that contract; or
 - (2) Any other matter involving the local official's or employee's department or agency if the local official or employee participated in that matter.
- (c) A local official, as defined in subsection (1) or (2) of that definition in [section 15.280](#) of this Code, or an employee shall not solicit or accept any money or other thing of value in return for advice or assistance on matters concerning the operation or business of city government.
- (d) A local official, as defined in subsection (1) or (2) of that definition in [section 15.280](#) of this Code, or an employee shall not represent any person or organization for a fee or any other thing of value, before the mayor, the city council, any city council committee member, or the executive committee, before any department of the city, or before any city board, agency, commission, or committee of a city board, agency or commission.
- (e) An appointed local official, as defined in subsection (2) of that definition in [section 15.280](#) of this Code, or an employee shall:
 - (1) Not use city facilities or equipment to solicit or perform outside work. This provision shall not apply to sworn employees of the police or fire department who use city facilities or equipment for outside work in accordance with written department policies.
 - (2) Not solicit or perform outside work during the local official's or employee's hours of employment. The written permission must address the use of vacation or compensatory time, if applicable.
- (f) An appointed local official, as defined in subsection (2) of that definition in [section 15.280](#) of this Code, or an employee, shall provide notification before accepting outside employment or entering a contract for services. Subsequently, such notification shall be submitted annually on the last Monday of January of each year that the outside employment or contract for services exists. The notification shall be in writing on the form prescribed by the ethics officer.
 - (1) An employee, other than a department head, shall provide the notification to his or her department head.
 - (2) A department head shall provide his or her notification to the chair of the appropriate appointing authority.
 - (3) An election judge employed on a temporary basis is exempt from this notification requirement.
 - (4) A stagehand/production technician employed on a temporary basis is exempt from this notification requirement.