

Section I - Outside Employment

No employee may engage in outside employment which could create a conflict with their City employment. Employees, who engage in any outside employment, must notify their department manager in writing. It is the responsibility of the department manager and Personnel Manager to review requests to determine if a potential conflict of interest exists and to prohibit the employee from engaging in any outside employment where of a conflict of interest exists.

Section II - INS Requirement

All newly hired employees must complete INS Form I-9 and submit documentation for inspection that proves identity and employment eligibility. Such documentation includes a valid driver's license (any state) AND an original Social Security Card or a birth certificate.

Section III - Driver's License

All operators of City vehicles or vehicular equipment shall hold a current driver's license and a record of such will be maintained in the personnel file. It is the responsibility of the employee to notify the Personnel Department if their driving status changes.

Section IV - Position Descriptions

Each classification has a position description which may place additional requirements on employees in that classification. It is the responsibility of each employee to become familiar with any requirements within the position description that may affect the conditions of employment.