



REPORT OF OUTSIDE EMPLOYMENT

CBJ Personnel Rule 16 Standards of Conduct

16 PR 030. Other Employment.

An employee may not engage in or accept other employment or service for compensation unless the employee has notified the department director and the City Attorney in writing of the nature and extent of that outside activity. The department director and/or the city attorney will respond back to the employee if there may be a conflict of interest, or incompatibility with CBJ employment. (Res. No. 2223, 2003)

Name of Employee: _____

CBJ Job Title/Department: _____

CBJ Duties: _____

Outside Employer or
Business: _____

Nature of Outside Duties: _____

Possible Conflicts in Duties: _____

Employee Signature: _____

Date Signed: _____

Required ☐ Department Director
Notifications: Signature: _____

AND

☐ City Attorney
Initial: _____
Date: _____

Print Name: _____ Date: _____

Response Comments by Department Director and/or City Attorney: _____

CBJ Conflict of Interest, Ordinance 01.45.060 Outside employment restricted.

(a) A public employee may not render services to benefit a personal or financial interest or engage in or accept employment outside the agency which the employee serves if the outside employment or service is incompatible with the proper discharge of official duties.

(b) A public employee rendering services for compensation or engaging in employment outside the employee's agency shall report prior to commencing such services or employment and by July 1 of each year thereafter the outside services or employment to the City and Borough attorney who shall maintain the report in a public file. The employee shall also report a change in the employee's outside service or employment activity to the City and Borough attorney when it occurs.

(c) Violation of subsection (a) of this section is a Class B misdemeanor. A violation of subsection (b) of this section is an infraction. (Serial No. 91-04, § 2, 1991)

**IT IS THE EMPLOYEE'S RESPONSIBILITY TO COMPLETE AND SUBMIT THIS FORM TO
THE CBJ LAW DEPARTMENT PER CBJ ORDINANCE 01.45.060**