



**City of Gallup, New Mexico**  
**Personnel Rules & Regulations (July 27, 2017) Reference**  
**REQUEST FOR AUTHORIZATION: OUTSIDE EMPLOYMENT**

**SECTION 12: EMPLOYEE CONDUCT**

**12.1 Code of Conduct**

- A. The City of Gallup is a public service institution. City employees must be dedicated to the public service and the protection of public health, safety and welfare. Employees must serve the public with respect, concern, courtesy and responsiveness.
- B. Police and Fire Department Employees. These standards shall apply in addition to those applicable standards already promulgated by the Gallup Police and Fire Departments. In case of conflict, the stricter standard shall apply.
- C. Fundamental Canons. City employees shall:
  - 1. Hold paramount the safety, health and welfare of the public;
  - 2. Be guided in their appearance and relations by the highest standards of character and integrity, acting honorably, responsibly, ethically and lawfully so as to enhance the reputation and credibility in the delivery of service by the City of Gallup, both on and off the job;
  - 3. Act for the City of Gallup as a faithful agent or trustee;
  - 4. Avoid conduct detrimental to the City of Gallup or its reputation;
  - 5. Comply with the ordinances of the City of Gallup, its union contracts, state and federal laws, and all applicable rules and regulations;
  - 6. Conduct themselves professionally both on and off duty to include refraining from inappropriate conduct such as fighting, drug abuse, public intoxication, domestic violence, criminal offenses and all such similar behavior; and
  - 7. Issue public statements only in an objective, truthful manner, consistent with the goals of City administration.

**12.3 Outside Employment.** A full-time City employee shall consider the City to be the employee's primary employer. Full-time City employees may only work outside of City employment if that work is not in conflict with the proper discharge of the employee's duties and responsibilities, the employment does not occur during assigned working hours, and the performance and attendance of the employee is at least satisfactory as determined by management. Authorization for outside employment may be obtained by submitting a written request to the employee's Department Head with a copy to the Human Resources Director. The request shall include the name of the employee's supervisor; the nature of the outside work that will be performed; the beginning, ending, and total hours that will be worked per week; the name of the outside employer; the name of the outside employment supervisor; a statement that the employee recognizes the City of Gallup as the primary employer; the employee's signature; and the date of the request. This request requires the recommendation of the Department Head and the approval of the City Manager. If approved the authorization is for twelve (12) months from the date of approval. The authorization may, however, be withdrawn if the employee's performance or attendance are negatively affected or if the employment conditions change.



**City of Gallup, New Mexico**  
**REQUEST FOR AUTHORIZATION: OUTSIDE EMPLOYMENT**

City of Gallup employees must be free from the appearance of conflict or impropriety when performing official duties. The City Manager may approve outside employment including self-employment (i.e. sole proprietorship, other trade or profession, etc.) upon written request of the employee. However, if the employee's attendance is unsatisfactory and/or the work performance or behavior is negatively affected by the outside or self-employment, the City Manager may require the employee to immediately terminate such activity.

Please complete the following and submit it to your Department Director. After Department Director review and signature, send this form to the Human Resources Department for review by the Human Resources Director. The HR Director will forward the form to the City Manager for final approval. If approved, this authorization is valid for 12 months from the date of approval and a new authorization will be required upon expiration. A copy of the authorization will remain in your personnel file.

**Employees may NOT engage in outside or self-employment until the City Manager has provided his/her written approval on the form below.**

1. Name: \_\_\_\_\_ Department: \_\_\_\_\_  
(Please print)

2. City of Gallup Job Title: \_\_\_\_\_

3. Name of outside employer: \_\_\_\_\_  
(Indicate self-employment if applicable)

4. Name of outside supervisor: \_\_\_\_\_

6. Nature of outside employment or self-employment: \_\_\_\_\_

7. Days and Hours per week (anticipated) of outside or self-employment: \_\_\_\_\_

Employee acknowledges that the City Manager's approval may be revoked at any time, at the discretion of the City Manager, and is not subject to appeal or grievance. Employee understands that failure to timely disclose outside or self-employment employment, a conflict of interest arising from such employment, or violating the provisions of the Personnel Rules and Regulations in any manner is grounds for both immediate revocation of the authorization and is also grounds for discipline, up to and including termination. Employee recognizes that the City of Gallup employment is primary to outside or self-employment.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Department Head's Recommendation:**       Approve       Disapprove

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Forward to the Human Resources Department*

**HR Director's Review:**

Comments: \_\_\_\_\_

Human Resources Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**City Manager's Decision:**       Approve       Disapprove

City Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_