



CITY OF DECATUR, TEXAS

HUMAN RESOURCES

CITY OF DECATUR OUTSIDE EMPLOYMENT ACKNOWLEDGMENT

By choosing to take a part-time position with another organization I agree to observe the following City policies regarding outside employment:

- At all times when on duty, without regard to time or place, I will devote my full attention to the City of Decatur's business and my duties.
- I will adhere to the City of Decatur Personnel Policy Handbook.
- I will avoid any activity that conflicts with the interests of the City of Decatur.
- I will disclose a potential conflict in advance.
- I will maintain my ability, fitness, or readiness to work in my position with the City of Decatur.

OUTSIDE EMPLOYMENT

Outside employment consists of all salaried or hourly and/or contract employment, including consulting work, self-employment and all for-profit ventures. No employee will engage in outside employment, including self-employment, where such employment would create either a conflict of interest, the appearance of a conflict of interest or which would adversely affect the employee's job performance or the City's best interests or reputation or which would, cause the misuse of City property, funds or use of the employee's position with the City for personal gain.

Employment with the City is for no fixed or definite term. All employment by the City has been and continues to be at-will, except for those positions that may have a written contract approved by the City Council. That means that both the employee and/or the City have the right to terminate employment at any time, with or without notice, and with or without cause. This agreement does not constitute a contract of employment. Nothing in this acknowledgement of the City's granting permission for the employee permission for outside employment is intended to alter the continuing at-will status of employment with the City.

I understand that any violation of City policies or the above restrictions above may result in rescission of the City's permission for outside employment and/or possible disciplinary action.

Employee's Signature

Supervisor's Signature

Date

Date