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MEMORANDUM |  DAYTON

June 15, 2017

TO: All Employees
FROM: Kenneth R. Couch, Director *KRC*
Department of Human Resources

SUBJECT: Supplemental Employment of City Employees
City of Dayton Personnel Policy 2.06

The Department of Human Resources (HR) is currently engaged in updating all City of Dayton (City) policies to verify compliance with applicable statutory rules and regulations, and federal, state and local law. Additionally, HR is also updating these policies to more accurately reflect City practices, and to have all City policies approved by City Manager Shelley Dickstein. While performing this policy update on City Personnel Policy 2.06, we determined that there was an error in the prior version of this City policy. Specifically, the prior version of Personnel Policy 2.06 allowed City employees to unilaterally seek outside employment without notice and/or approval of the City administration. Although outside employment by City employees is generally acceptable, there are instances where said outside employment is legally barred (i.e., employment with the State of Ohio, etc.), and/or where the employment directly impacts the City employee's position or a City contract, and is inappropriate. Therefore, we corrected this policy language error to make it clear that all employees must seek departmental approval prior to seeking outside employment. A copy of the revised Personnel Policy 2.06 is on the reverse side of this memorandum.

HR is aware that City employees may have previously sought and/or obtained outside supplemental employment without notice to the City administration based upon this prior policy language. As such, HR is issuing the corrected version of Personnel Policy 2.06 to all City employees, and requiring that all City employees sign acknowledging receipt of this memorandum and the revised Personnel Policy 2.06. Additionally, all employees are also instructed to notify their departmental Director of any current outside supplemental employment and/or any proposed future outside supplemental employment in compliance with the requirements of Personnel Policy 2.06.

Dayton Police Department and Law Department employees are exempt from this notice requirement, due to their own internal process related to obtaining supplemental employment, but all other employees must comply with this directive. A failure to comply with the requirements of Personnel Policy 2.06 may result in progressive discipline, up to and including discharge.

If you have any questions, please do not hesitate to contact Brent McKenzie at x4062.

Signature Date