



Office of the City Auditor Policies and Procedures

Number: 6.4.2**Title:** Outside Employment

Original Date:**Revision Date:****Approved by:**

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I. Policy

All staff shall be aware of the City's policy regarding outside employment.

II. Purpose

Auditors and audit investigators are often held to a higher standard of behavior because the nature of their job requires that they sit in judgment of the actions of others. In some instances, even the appearance of impropriety can impair an auditor's credibility, thereby interfering with the performance of OCA assigned duties. Therefore, the staff of the Office of the City Auditor should be aware of the following City policy:

“All City employees are prohibited from engaging in other employment which would interfere with the performance of their City duties and are prohibited from engaging in other employment which would represent a conflict of interest.”

III. Definitions

Outside Employment - Receipt of payment in the form of goods, services, or money, from an individual or organization, for products or services rendered. The City of Austin or the Office of the City Auditor is not considered an outside employer.

IV. Procedures

- A. When outside employment opportunities are realized, the staff member should review the office and City policies relating to outside

employment and the Code of Ethics, and determine whether that employment is acceptable.

- B. Staff members who have any questions about outside employment opportunities and whether that employment might cause problems on the job, should direct their questions to the City Auditor for further clarification.