



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 04/15/86

SECTION 614	SUBJECT SECONDARY CITY EMPLOYMENT
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POLICY FOR SECONDARY CITY EMPLOYMENT

City employees may be employed in second positions with the city (secondary city employment) in certain circumstances. The following guidelines apply to secondary employment. (City employees who perform additional work for the City under a contractual arrangement are not considered to maintain an employment relationship and are not covered by this or by any other city personnel policies during the conduct of any contractual services.)

1. The second position involves part-time work which is on occasional or sporadic basis.
2. The second position is held at the option of the employee. Any additional work or secondary employment held at the direction or request of the City does not qualify under the provisions of this policy and is treated as an extension of the employee's primary position.
3. The secondary position is substantially different from the primary position and is not considered an extension of the primary position.
4. The secondary position is not in the same department as the employee's primary position.
5. The secondary employment is approved by the employee's primary department head.
6. The secondary employment is approved by the Director of Personnel.

Secondary employment which does not meet the above guidelines may be considered a continuation of the regular employment relationship.

Secondary employment is considered separate employment for benefits and general personnel administration purposes. The following policies and procedures apply:

1. Selection – Part-time employment opportunities will be posted and advertised on a regular basis unless the position is of a very limited duration and posting is waived by the Director of Personnel. City employees may apply for part-time positions with other departments through normal channels. In the event a city employee is selected for a part-time position, the secondary employment must be approved by the employee's regular department head and the Director of Personnel.

AMENDS/SUPERSEDES SECTION 516, 02/07/84	REFERENCES	APPROVAL
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2. Status – During the performance of duties in the secondary position, the employee will be considered a part-time employee, covered by and subject to part-time personnel policies except as noted below.
3. Compensation – The employee will be compensated at the established rate for the secondary position. The rate of compensation in the primary position has no relationship to compensation in the secondary position.
4. Overtime – Hours worked in the secondary employment are computed separately from hours worked in the primary assignment. Hours worked in the secondary employment will not be combined with hours worked in the primary position for the computation of overtime. An employee will be eligible for overtime compensation in the secondary position only if the hours worked in the secondary position exceed the standard weekly or other established work schedule and exceeds 40 hours per week or equivalent.
5. Benefits – Compensation in the secondary position will not be considered in the eligibility for any optional city benefits. Employees will not earn vacation, accrue sick leave, receive holiday pay, receive retirement fund credit or receive or be eligible for any other benefit in connection with the secondary employment. Injuries and illnesses resulting from the secondary employment may be covered by Worker's Compensation benefits. Any Worker's Compensation benefits will be based on the secondary employment compensation only.
6. Pay Differentials – Employees in secondary positions will not be eligible for any pay differentials such as holiday pay and shift change differential in the secondary position.
7. Pay – The employee's secondary department will submit the hours worked and the rate of pay to the employee's primary department. The employee's primary department will compute compensation. The employee will receive one paycheck from the city which includes compensation for both primary and secondary employment.
8. Merit Salary Increases – Employees may be eligible for merit increases in the secondary positions in accordance with city salary administration policies for part-time employees where the salary range provides for merit increases.
9. Performance – An employee may be terminated from the secondary employment for unsatisfactory or unacceptable performance in the position with no recourse through the City Grievance Procedure.

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10. Conduct – An employee may be disciplined or terminated from secondary employment due to any violation of city or departmental Rules of Conduct. Misconduct in connection with the secondary employment which does not affect the employee's primary position may result in disciplinary action or termination of the secondary employment but will not necessarily affect the employee's continued employment in the primary assignment. Such disciplinary actions may not be appealed through the city's grievance process.

Misconduct in the secondary employment which is considered to be of major magnitude (usually offenses justifying termination) and which is considered to affect the employee's relationship with the city as a whole may result in disciplinary action or termination of all employment with the city. The primary department head shall review any disciplinary action in the secondary employment to make decision as to whether the misconduct affects primary employment. In such case, the department head of the employee's primary assignment will process any disciplinary actions through the channels prescribed by city policy. Such termination may be appealed through the city's grievance procedure provided the employee is eligible.

11. Continued Employment – In order to continue employment in the secondary position, the employee must meet and maintain all qualifications for the position, must be available for work when required and must have satisfactory performance and conduct.

However the secondary employment may be terminated at any time for any reason without notice and without recourse.

Further, the employee's primary department head may require that the employee resign the secondary position if performance in the primary position is affected.

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