



Policy #: COM-22-001.1 (Code of Conduct 1.15)
Supersedes COM Code of Conduct Employee Handbook
published 05/09/2022
Effective Date: 09/01/2024

Purpose





City of Mobile (COM) employees engaged in non-COM employment (outside employment) have a duty to ensure their activities do not create a conflict of interest with COM. Effective 09/01/2024, COM employees will be required to report outside employment if the activities meet certain criteria listed in COM Code of Conduct 1.15. This policy does not apply to employees who are in compliance with Mobile Police Department’s (MPD) work permit policy.

If an employee meets the criteria, they are required to submit certain information to the Director of OPR through the OPR portal under **Outside Employment submission**. Employee submissions will be evaluated by OPR and/or the Legal Department to determine whether there is a conflict of interest, or the appearance of impropriety with the employee’s official duties.

1.15 OUTSIDE EMPLOYMENT

All employees are required to report outside employment within 30 days if any of the following conditions are met:

1. Outside employment results in compensation over \$5,000 per year from any single employer.
2. Employee operates a business or plays a significant role in a business’ management for compensation.
3. The outside employer engages in financial transactions with the COM, regardless of amount.

<p>Recommended by:</p>  <p>Michelle Gruzs Director, Office of Professional Responsibility</p>	<p>Approved by:</p>  <p><small>Ricardo Woods (Aug 19, 2024 17:59 CDT)</small></p> <p>Ricardo Woods City Attorney</p>
<p>Approved by:</p>  <p>James H. Barber Chief of Staff</p>	<p>Approved by:</p>  <p><small>William S. Stimpson 2024.08.22 10:47:39 -05'00'</small></p> <p>William S. Stimpson Mayor</p>