



CITY OF PROVIDENCE

1.8 ADDITIONAL EMPLOYMENT DISCLOSURE POLICY

Purpose

This purpose of this policy is to ensure transparency, accountability, integrity, and just service to the City of Providence and its residents. This policy mandates that employees disclose any secondary or additional employment to the City to prevent conflicts of interest, ensure compliance with the Providence Code of Ethics, and verify that employees can meet the time and service requirements of their positions.

This policy is to outline guidelines for employees regarding the disclosure of additional employment or business activities to the Department of People and Culture (DPC).

Scope

This policy applies to all employees (including full-time, part-time, temporary, and contract employees), who work for the City of Providence. The scope of this policy applies to all employees, with the exception of those designated as public safety personnel, for whom specific application procedures and guidelines will be determined by the Public Safety Commissioner.

Definitions

Additional Employment: Any compensated or uncompensated work, service, or business activity performed outside of an employee's official duties with the City of Providence, including but not limited to employment with another employer, self-employment, consulting, freelance work, independent contracting, ownership interest in a business, or regularly compensated volunteer service.

Conflict of Interest: A situation in which an employee's private interests, including financial or personal interests, could reasonably be perceived to influence, interfere with, or impair the employee's objectivity, independence, or judgment in performing official City duties.

Policy

The City of Providence is a professional public service organization and government dedicated to the needs of its constituents. The public perception of the City depends on the ability of our employees to consistently demonstrate a commitment to professionalism, integrity, ethical standards, and sound judgment.

Employees must disclose any additional employment, business ventures, or freelance work that they are engaged in. This disclosure must be made in writing to the Department of People and Culture (DPC). Employees are required to complete an "Additional Employment Disclosure Form" which can be obtained from the Department of People and Culture (DPC), or Provnet (City's intranet).

1. Disclosure process:

A. **Background Check Process:**

All candidates for employment must disclose any secondary or additional employment to the DPC during the background check process.

B. **While Employed:**

Disclosure must be made before the commencement of additional employment or business activity and within 30 days of any significant changes to existing activities commence.

C. **Disclosure Submission:**

Disclosure must be made in writing to the Department of People and Culture (DPC). Employees are required to complete an "Additional Employment Disclosure Form" which can be obtained



CITY OF PROVIDENCE

from the Department of People and Culture (DPC), or ProvNet (City's intranet).

2. **Review Process:**

- A. Once the disclosure form is submitted, it will be reviewed by the Department of People and Culture to assess potential conflicts of interest, impacts on service required for their position with the City job performance or violations of the Providence Code of Ethics.
- B. The employee may be required to provide additional information or clarification regarding the nature of the additional employment or business activity.
- C. Additional employment or business activities that may create a conflict of interest, compromise confidentiality, or interfere with the employee's performance at City of Providence will be reviewed on a case-by-case basis.
- D. Employees can use the [Conflict of Interest Questionnaire](#) to preliminarily determine if they have a conflict of interest.
- E. If a conflict of interest is identified, The City of Providence may take appropriate action, which could include limiting the employee's involvement in additional activity or, in some cases, requiring the employee to cease additional employment.
- F. Employees are prohibited from using City of Providence resources, including equipment, time, and intellectual property, for their additional employment or business activities.

3. **General Considerations:**

- A. The City recognizes that employees may seek or have additional employment out of passion, choice, or necessity. The City does not prevent individuals from having additional employment as long as it does not conflict with their ability to fulfill their position's responsibilities, including regularly scheduled work hours.
- B. Employees are prohibited from using City of Providence resources, including equipment, time, and intellectual property for their additional employment or business activities.
- C. For any questions regarding the City of Providence Code of Ethics please contact the City Municipal Integrity Office

4. **Compliance**

- A. Failure to disclose secondary or additional employment, or any violations of this policy, the remote/telecommuting policy, the Providence Code of Ethics, or other applicable employment requirements may result in corrective and/or disciplinary action.
- B. Actions may include but are not limited to:
 1. Counseling
 2. Warning(s)
 3. Suspension
 4. Removal of remote work privileges, if applicable
 5. Termination of employment

Related Forms:

[Additional Employment Disclosure Form](#)
[Conflict of Interest Questionnaire](#)

Related Policies:

[Discipline Policy](#)
[Attendance Notification Policy](#)
[Vacation Policy](#)



CITY OF PROVIDENCE

[Leave of Absence Policy](#)

[Time Clock Policy](#)

[Other Related Information:](#)

Local 1033 [Collective Bargaining Agreement](#)

Rhode Island Code of Ethics

Providence Code of Ethics