

ALBUQUERQUE FIRE DEPARTMENT	Outside Employment	
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## OUTSIDE EMPLOYMENT

### PURPOSE:

To provide all personnel the City of Albuquerque Outside Employment regulations.

*All employees must obtain written permission of the department director and concurrence of the Human Resources Director allowing them to engage in outside employment. No employee who is receiving Worker's Compensation total disability payments, hardship leave or donated leave shall engage in outside employment.*

*Employees who are unable to return to their current position or waiting to be reassigned by the Human Resources Department may engage in outside employment with concurrence of the Human Resources Department.*

### Fire Department Regulations

- A. Personnel Rules and Regulations, Section 310 – 310.2, Employment Outside the City Service, outline the guidelines Fire Department employees shall follow to engage in outside employment. Additional language can be found in section 39 of the Union Contract.
- B. All Fire Department employees who wish to engage in outside employment shall submit Form P-3, "Request for Permission to Engage in Outside Employment," for approval annually or whenever necessary.

Granting permission to engage in outside employment is solely at the discretion of the Fire Chief. The Fire Chief may request documentation from personnel requesting permission to engage in outside employment. Documentation may include, but is not limited to;

- Sick Leave Records
- Injury Reports
- Disciplinary Actions
- Written Recommendation from the employee's Officer.

Probationary employees will be required to attach a written recommendation from the Director of the Training Academy, and a written recommendation from the probationary employee's Commander.

The Fire Chief will approve or deny each request for permission to engage in outside employment on a case by case basis.