



RUSSELLVILLE FIRE DEPARTMENT  
POLICY MANUAL

Policy Number:  
Section:  
Original Date:  
Revised Date:

**PURPOSE**

To clarify the conditions when outside employment is permitted.

All employees shall follow this policy.

**POLICY**

Holding a second job is permissible while employed by the City of Russellville Fire Department. Employment with the City SHALL be primary and any secondary employment shall not conflict with City work. Any employee considering additional employment shall discuss the employment with the Fire Chief and receive PRIOR approval for the secondary employment.

If an employee of the Fire Department participates in outside employment it shall not interfere with the proper and effective performance of his/her job with the City. Secondary employment shall not be of a nature that adversely affects the image of the Fire Department or the City, result in embarrassment, criticism, or of such a type that may be construed by the public to be an official act of the Department or City. Fire Department uniforms, insignias or City equipment shall not be used in any way in an employee's outside employment.

When a Fire Department employee is on sick leave or injury leave from the City, the employee shall not work at any outside employment during the course of the sick and or injury leave. If an employee is well enough to work an outside job, the employee may be assigned temporary limited duty within the Fire Department.

If members wish to conduct outside employment, they should submit a formal request, in writing, to their Battalion Chief or appropriate supervisor. The Battalion Chief or another supervisor shall ensure those requests are forwarded to the Fire Chief's Office for final approval or denial.

Approved

Fire Chief

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