



# City of Hempstead

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ORDINANCE NO. 25- 111

**AN ORDINANCE OF THE CITY OF HEMPSTEAD, TEXAS, AMENDING THE EMPLOYEE GUIDE TO ADD A NEW SECTION RELATING TO OUTSIDE EMPLOYMENT (SECONDARY EMPLOYMENT POLICY); PROVIDING AN EFFECTIVE DATE; PROVIDING A SAVINGS CLAUSE.**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HEMPSTEAD, TEXAS:**

Section 1. That “Rules for Personnel” provisions of the City of Hempstead’s Employee Guide is amended by adding a new Section to hereafter read as follows:

**Outside Employment (Secondary Employment) Policy**

Employees of the City of Hempstead may engage in outside or secondary employment only with prior written approval, which is granted at the sole discretion of both the Department Director and the Mayor. Any outside employment must not interfere with the employee’s responsibilities to the City, including work performance, availability, or overall conduct as a City employee.

Employees are strictly prohibited from using any City-owned time, equipment, supplies, vehicles, or other resources in the performance of outside employment. Additionally, no outside employment may present a conflict of interest or create the appearance of a conflict with the employee’s City duties.

All employees must request and receive written approval before accepting any outside employment. A copy of the approval will be maintained in the employee’s personnel file. Failure to disclose or obtain proper approval for outside employment will be considered a violation of this policy and may result in disciplinary action, up to and including termination.

The City reserves the right to rescind any previously granted approval for outside employment if it is determined that the job creates a conflict of interest or has a negative impact on the employee’s performance or responsibilities to the City.

Section 2. It is hereby found and determined that the public notice of the time, date and location of the meeting of the City Council at which this Ordinance was considered and the posting thereof, was proper and in accordance with the law and said notice and posting are hereby approved, resolved, ratified and confirmed.

PASSED AND APPROVED THIS THE 16<sup>TH</sup> DAY OF JUNE, 2025

APPROVED:



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**Katherine Ragston Ward**  
**Mayor**

ATTEST:



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**Sabrina Alvarez,**  
**City Secretary**