



CITY OF PHILADELPHIA
Parks & Recreation

Michael DiBerardinis
Commissioner

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MEMORANDUM

TO: Parks and Recreation Staff
FROM: Michael DiBerardinis, *MDS*
Deputy Mayor
SUBJECT: OUTSIDE EMPLOYMENT
DATE: July 1, 2013

An employee performing "outside work" by working for an employer other than the City of Philadelphia, engaging in private or self-employment or rendering service for private interests, may do so only in accordance with the Civil Service Regulation 33.02 and the Mayor's Executive Order concerning Outside Employment. If you are presently employed by another employer and /or will accept outside employment, you are required to submit a request for approval.

If you are working for an outside employer and have not yet filed a Request for Approval of Outside Employment Form, please utilize the attached form to submit your request to Linda Turner, our Human Resources Manager. Normally, your request will be approved as long as it does not interfere with the proper discharge of the duties of your City employment. In accordance with Civil Service Regulation 33.02 – Outside Employment, "...it must not impede, or adversely affect, the performance of your City work and shall not be arduous, strenuous, laborious, dangerous or exhausting." Furthermore, outside employment with another Governmental agency (Federal, State, County, City or Board of Education) is not permitted. Violation of Civil Service Regulation 33.02 may result in dismissal.

In addition, you may not work at another job while you are on paid sick leave or receiving injury benefits from the City. If you do so, it may result in immediate dismissal. Sick leave will not be granted to cover absences resulting from illness or injury sustained from outside employment.

Please note that a Request for Approval of Outside Employment Form is required to be filed annually.

cc: Susan Slawson, First Deputy for Recreation and Programs
Mark Focht, First Deputy for Parks and Facilities
Marissa Washington, Deputy Commissioner
Linda Turner, HR Manager

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