



TO: Village of Bloomingdale Employees
FROM: Kay Argo, Human Resources Director
DATE: September 16, 2008
RE: Supplemental Employment

Outside employment is allowed for Village of Bloomingdale employees with approval by the employee's Department Director. The rules that apply to outside, supplemental employment are contained in the Village's Employee Personnel Manual in Section 5.5, which appears below.

SUPPLEMENTAL EMPLOYMENT: Outside employment in addition to Village employment is allowed with permission if it does not interfere with the employee's performance, cause a conflict of interest or appearance of impropriety with his/her Village duties and responsibilities, or reflect adversely upon the Village. Employees will not be permitted to engage in outside work that involves the use or sale of information related to Village operations. Employees shall inform their Department Director, in writing, of any outside employment, and a copy of all such reports shall be included in the central personnel file along with a copy of the Department Director's written permission authorizing such supplemental employment. No Village vehicles, equipment, facilities or, in cases of uniformed employees, uniforms shall be worn and used during such outside employment except as approved by the appropriate Department Director. In no event shall supplemental employment be permitted during the employee's regularly assigned working hours for the Village or while on duty.

The Village's Code of Ethics and other relevant policies and procedures apply to outside employment by Village employees as well. Employees should be aware that any injury or illness incurred while performing outside employment must be reported to their Village supervisor. The Village reserves the right to require a fitness for duty medical evaluation at the employee's expense before the employee returns to work after sustaining an injury or illness due to outside employment.

Village employees that have supplemental employment, including working in their own and/or family businesses, are required to complete the attached form and submit it for approval by their Department Director. Once the form is approved, the Department Director will forward it to the Human Resources Division for inclusion in the employee's personnel file.

Please take a few moments and complete the attached form if you have supplemental employment. For more information, check with your Department Director or contact me at 630-671-5616 or argok@vil.bloomington.il.us.