

CITY OF ST. LOUIS
EMPLOYEE SECONDARY EMPLOYMENT QUESTIONNAIRE
Revised January 26, 2014

Article VIII, Section 8 of the Charter of the City of St. Louis prohibits City employees from engaging in certain types of secondary employment and prohibits employees from having any interest in a contract with the City. That provision provides, in pertinent part, as follows:

No officer or employee shall receive any additional compensation for serving in any other capacity under the city while in such office or employment; nor hold any office or employment under the state or United States except in the militia or as a notary public or as a teacher in a public educational institution. A teacher in a public educational institution may hold employment with the city. No officer or employee shall have a personal interest, directly or indirectly, in a contract with the city; and no elective officer shall be a member of the general city committee of any political party. Any person guilty of any willful violation of this section shall thereby forfeit his office or employment.

As noted, violation of the above provision may result in dismissal from City employment. In connection with secondary employment the above provision prohibits employment with the United States and with the State of Missouri and also employment under the state. Prohibited employment under the state would include, but is not limited to employment with another political subdivision, municipality, public school district, public board of education, Metro Transit (Bi-State), or the housing authority. In addition to the above, secondary employment may be prohibited if it presents a real or perceived conflict of interest.

Any questions regarding whether specific employment or contractual situations are prohibited by the Charter should be addressed, in writing to the City Counselor's Office. Additional questions regarding this policy should be referred to the Personnel Services Section of the Department of Personnel, 1114 Market Street, Room 700.

INSTRUCTIONS TO EMPLOYEE:

Complete two copies of this form, front and back side. Both copies must be signed and dated. Falsification of said forms may result in discipline including and up to dismissal.

NAME: _____

ADDRESS:

TELEPHONE/HOME: _____ TELEPHONE/WORK: _____

DEPT./DIV./SECTION: _____

DEPT. NO. _____

POSITION: _____

WORK HOURS: _____ WORK DAYS: _____

1. Are you currently employed in a job other than the one listed above?

No ___ Yes ___ If yes, complete the following:

NAME AND ADDRESS OF
EMPLOYER(S) _____

POSITION: _____

WORK HOURS: _____ WORK DAYS: _____

2. Do you have a personal interest, directly or indirectly, in a contract with the City of St. Louis including any agency, division or department of the City of St. Louis?

No ___ Yes ___ If yes, complete the following:

TYPE OF
INTEREST: _____

(e.g. contractor, employee of contractor, stockholder, officer or director of contractor, subcontractor)

NAME AND ADDRESS OF
CONTRACTOR(S): _____

NATURE OF
BUSINESS: _____

LIST CONTRACTS THIS BUSINESS HAS WITH THE CITY OF ST. LOUIS:

3. Do you have an interest in any business:

No____ Yes____ If yes, complete the following:

TYPE OF
INTEREST: _____

(e.g. owner; employee, partner, stockholder, officer, director)

NAME AND ADDRESS OF
BUSINESS: _____

NATURE OF
BUSINESS: _____

I certify that all the information contained on this form is complete and accurate. I am aware that any misstatement or omission of information provided on this form may subject me to discipline up to and including dismissal. I am also aware that I am required to immediately complete a new questionnaire upon changes in any of the above information. I am further aware that all secondary employment must be approved by my Appointing Authority.

Signed: _____ APPROVED: _____

Signature of Employee

Appointing Authority

Date signed by Employee: _____

Date signed by Appointing Authority: _____