CITY OF DOVER, DELAWARE
COUNCIL COMMITTEE OF THE WHOLE MEETING
Tuesday, July 14, 2026 at 6:00 PM

City Hall Council Chambers, 15 Loockerman Plaza, Dover, Delaware

AGENDA

THIS AGENDA AND PACKET HAVE BEEN REVISED BY REMOVING LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE MEETING ITEM #2 – DELAWARE OPIOID SETTLEMENT COMMISSION FUNDING DISBURSEMENT

Public comments are welcomed on any item and will be permitted at the appropriate time. When possible, please notify the City Clerk (302-736-7008 or email at cityclerk@dover.de.us) should you wish to be recognized.

VIRTUAL MEETING NOTICE

This meeting will be held in City Hall Council Chambers with electronic access via WebEx. Public participation information is as follows:

Dial: 1-650-479-3208
Link: https://shorturl.at/y5p2o
Event number: 2536 396 0648
Event password: DOVER (if needed)

If you are new to WebEx, get the app now at https://www.webex.com/ to be ready when the meeting starts.

CALL COUNCIL COMMITTEE OF THE WHOLE MEETING TO ORDER

ADOPTION OF AGENDA

COUNCIL REPORTS - MAY & JUNE 2026

1. **First District**
2. **Second District**
3. **Third District**
4. **Fourth District**
5. **At-Large**

6. Council President Neil

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

ADOPTION OF THE AGENDA

1. Proposed Dual Employment Policy (Naomi Poole, Human Resources Director)

(Staff Recommendation: Approval of the Dual Employment Policy)

ADJOURNMENT OF THE LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE MEETING

ADJOURNMENT OF THE COUNCIL COMMITTEE OF THE WHOLE

THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. PURSUANT TO 29 DEL. C. §10004(e)(2), THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS, WHICH ARISE AT THE TIME OF THE MEETING

The City of Dover
HUMAN RESOURCES POLICY
DUAL EMPLOYMENT POLICY

POLICY NUMBER: 003	**LAST REVIEWED: TBD**
EFFECTIVE DATE: TBD	**APPROVED BY: Council**
REVISED: N/A	**RESPONSIBLE DEPARTMENT: Human Resources**

PURPOSE

The purpose of this policy is to establish clear rules and procedures regarding dual employment for City of Dover employees. This policy ensures compliance with Delaware state law, promotes transparency, prevents conflicts of interest, and supports accountability in the use of City resources.

SCOPE

This policy applies to all City of Dover employees, including full-time, part-time, temporary, and seasonal employees, who seek to engage in dual employment either within the City or with another public employer.

This policy does not prohibit outside private employment, provided such employment complies with the standards outlined herein.

DUAL EMPLOYMENT POLICY

This policy is intended to comply with Delaware Code Title 29 § 5955 governing dual employment. For purposes of this policy, dual employment occurs when:

- A City of Dover employee holds two or more paid positions within the City; or
- A City employee is simultaneously employed by another State of Delaware agency, political subdivision, or public employer.

Employees may not engage in dual employment unless:

1. Prior approval is obtained from the City Manager;
2. The arrangement complies with Delaware Code Title 29 § 5955; and

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DUAL EMPLOYMENT POLICY

3. The employment does not interfere with primary City duties.

APPROVAL PROCESS

Employees must submit a Dual Employment Request Form to Human Resources that includes:

- Nature of the secondary employment
- Work schedule and hours
- ~~Compensation details~~
- Identification of any potential conflicts with City duties
- Employment classification (public, private, quasi-public, self-employed, etc.)

Human Resources will review the request for compliance with applicable laws, policies, and conflict-of-interest standards within 10 business days. Final approval authority rests with the City Manager, with consultation from Human Resources and Legal as necessary. Requests will be evaluated based on operational need, scheduling feasibility, potential conflicts of interest, and overall risks to the City. For employees covered by a collective bargaining agreement, this policy will be applied in a manner consistent with applicable agreement provisions.

COMPENSATION AND OVERTIME

- Dual employment does not automatically qualify an employee for overtime across positions.
- Overtime eligibility will be determined in accordance with the Fair Labor Standards Act (FLSA) and applicable City policies.
- In cases where dual employment involves multiple City or public positions, hours may be combined for overtime purposes only when required by law.
- Compensation for all secondary employment must be pre-approved and charged to the appropriate departmental budget.

TIMEKEEPING AND PAYROLL CONTROLS

- Employees engaged in dual employment must accurately record all hours worked for each position separately, in accordance with City timekeeping procedures.
- Time worked in one position must not overlap with time worked in another position. Employees may not be compensated by the City for the same time period under multiple roles.
- Each position must have its own supervisor approval of time worked. Supervisors are responsible for verifying that hours reported are accurate and do not conflict with other employment assignments.
- Hours worked across multiple City positions will be reviewed in accordance with the Fair Labor Standards Act (FLSA) to determine whether overtime applies.

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- Human Resources and Payroll will monitor time records to ensure compliance with this policy and applicable laws.
- Any discrepancies, unauthorized overlap, or improper reporting of time may result in disciplinary action, up to and including termination.
- All hours worked must be recorded in the City's official timekeeping system (UKG/Kronos). Use of alternate or off-system tracking methods is prohibited.

OUTSIDE PRIVATE EMPLOYMENT

Employees may engage in outside private employment provided that:

- It does not interfere with City job duties or assigned work schedule;
- City resources, equipment, uniforms, or confidential information are not used;
- No actual or perceived conflict of interest is created; and
- The employee must disclose the employment to Human Resources if it is related to their City role.

RESTRICTIONS

Dual employment will not be approved if it:

- Creates a conflict of interest under Delaware Code (29 Del. C. Ch. 58);
- Results in overlapping or excessive work hours that may impact performance or safety;
- Involves supervisory authority of one role over another; or
- Undermines public trust, operational efficiency, or the integrity of City services.
- Violates any applicable collective bargaining agreement (CBA). Any dispute regarding interpretation or application of a collective bargaining agreement shall be addressed through the applicable grievance procedure.

COMPLIANCE AND ENFORCEMENT

- Employees must obtain approval prior to engaging in dual employment.
- Failure to disclose or obtain approval may result in disciplinary action, up to and including termination.
- The City reserves the right to revoke approval at any time if the arrangement creates conflicts, performance concerns, or operational risks.
- ~~Employees may request reconsideration of a denial through Human Resources.~~
- For employees covered by a collective bargaining agreement, nothing in this policy is intended to limit rights provided under the applicable agreement.
- Nothing in this policy is intended to conflict with applicable collective bargaining agreements.



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HUMAN RESOURCES POLICY
DUAL EMPLOYMENT REQUEST FORM

EMPLOYEE INFORMATION

Name: _____

Department: _____

Job Title: _____

Supervisor: _____

TYPE OF DUAL EMPLOYMENT

☐ Second position within the City of Dover

☐ Employment with another public entity

☐ Outside private employment

Employer Classification: ☐ Public ☐ Private ☐ Quasi-Public

☐ Self-Employed

☐ Contract/Consulting

☐ Other: _____

SECONDARY EMPLOYMENT DETAILS

Employer/Agency Name: _____

Position/Job Title: _____

Job Duties Summary: _____

Start Date: _____ End Date: _____

Work Schedule: _____

Location: _____

Supervisor/Contact Person: _____

On-Call Requirements (if any): _____

☐ Safety-sensitive duties involved

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The City of Dover

HUMAN RESOURCES POLICY

DUAL EMPLOYMENT REQUEST FORM

COMPENSATION (SECONDARY POSITION)

~~Hourly Rate/Salary:~~ _____

Anticipated Hours Per Week: _____

Funding Source/Department (if City role): _____

~~Pay Type: ☐ Hourly ☐ Salary~~

CONFLICT OF INTEREST & COMPLIANCE (INITIAL EACH)

___ Does not interfere with City duties

___ I will not perform work for another employer during scheduled City work hours unless I am on approved leave

___ No use of City property, badge, uniform, or confidential info

___ No conflict of interest under Delaware Code or City policy

___ Employer is not a City vendor/contractor/grantee overseen by employee

___ Will notify HR of any changes

APPROVALS

Employee Signature: _____ Date: _____

Supervisor: ☐ Approve ☐ Deny

HR: ☐ Complies ☐ Further Review Needed

City Manager: ☐ Approve ☐ Deny

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