



<b>Policy 9.2</b>	<b>Secondary Employment</b>		
<u>Effective Date:</u> 2/28/12	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec.:</u> None
<u>Last Amended Date:</u>			

## **SECONDARY EMPLOYMENT**

**9.2**

### **POLICY**

Any secondary employment held by employees that presents an “interest” or “time” conflict with the employee’s County employment is prohibited. Military service is not secondary employment for purposes of the reporting requirements of this policy.

### **ELIGIBILITY**

- All employees under County Board Jurisdiction regardless of employment status.

### **GUIDELINES**

- A.** Regular full-time employment by the County shall be considered an employee’s primary occupation and take precedence over all other occupations. Full-time employees shall not have other employment which presents a time conflict. A “time conflict” for purposes of this section exists when the working hours of a secondary job directly conflict with an employee’s scheduled working hours or mandatory overtime or emergency service obligations, if any, or when the demands of a secondary job prohibit adequate rest or otherwise negatively affect the employee’s job performance.
- B.** No employee, full or part-time, shall have other employment which presents an interest conflict with their employment position with the County. An “interest conflict” for purposes of this section exists when an employee engages in any secondary employment which tends or appears to compromise the employee’s judgment, actions or job performance or which conflicts with the policies, objectives or operations of the County, including but not limited to violations of Policy 9.1 – General Rules of Conduct.

### **PROCEDURES**

1. All County employees are required to notify their Department Head in writing of any secondary employment, including self-employment, partnership in a business, or prior to accepting such employment or immediately if currently working, by completing a [Secondary Employment Notification form](#). The Department Head shall provide a copy of the form to the Human Resources Department, which will determine whether the secondary employment presents a conflict.