

SECTION 13

OUTSIDE EMPLOYMENT

PURPOSE: To provide certain criteria for employees with other employment.

POLICY: Employees engaged in outside employment must obtain prior approval and are subject to certain criteria.

GENERAL ADMINISTRATION:

Any employee wishing to engage in outside employment must submit a request in writing to their immediate supervisor and Department Director on forms provided by the County. Department Directors are authorized to direct an employee to discontinue outside employment if it is later found to be inconsistent with the guidelines below. The request will be approved by the Department Director and the County Attorney if the following criteria are met:

1. Such employment will not cause the employee to be late to work, leave early or cause any reduction in the employee's efficiency when on duty with the County. The County desires each employee to be available for overtime when necessary.
2. Such employment will not involve a conflict of interest or conflict with the employee's duties.
3. Outside employment will not occur during assigned working hours unless the employee is on approved annual leave.
4. The outside job must be one that will not bring disfavor or disrespect upon the employee, his department or the County.