

## **SUPPLEMENTAL EMPLOYMENT**

Amended 10/30/06

### **I. Purpose**

To establish policies and procedures concerning supplemental employment.

### **II. Policy**

No full-time employee shall hold a full-time job, or its equivalent, in addition to their regular County employment. While outside or supplemental employment is discouraged, employees may engage in part-time outside or supplementary employment under the following circumstances:

- A. The employee may not use County facilities as a source of referral for private customers or clients.
- B. Supplemental employment may not be engaged in during an employee's regularly scheduled working hours.
- C. The employee may not use the name of the County or any County agency as a reference or credential in advertising or soliciting customers or clients.
- D. The employee may not use County supplies, facilities, staff or equipment, or supplies in conjunction with any outside or supplemental employment or private practice.
- E. The employee must maintain a clear separation of outside or supplemental employment from activities performed for the County.
- F. The supplemental employment must not cause any incompatibility, conflict of interest, the appearance of a conflict of interest or interfere in any way with the satisfactory performance of the employee's County duties.

In no case shall outside or supplemental employment conflict with or impair an employee's responsibilities to the County. The County shall not be liable, either directly or indirectly for any activities performed during outside or supplemental employment.

Prior to engaging in supplemental employment, an employee must apply in writing to their Department Head specifying the nature of the employment, the employer, the approximate number of hours to be worked in a given work week, the time that the supplemental work will be performed and the nature of the duties to be performed. Department Heads must apply to County Personnel Committee. If a

Department Head concludes that the secondary employment violates this policy, the Department Head may direct the employee to terminate the other job or set reasonable restrictions designed to avoid the conflict, interference or disrepute. An employee dissatisfied with the Department Head's decision may appeal to the County Personnel Committee. If the Department Head concludes that the secondary employment would not violate this policy, the Department Head must report the decision and rationale to the County Personnel Committee, which will review and must also approve the secondary employment. The Personnel Committee will inform the employee in writing whether the proposed supplemental employment is approved. On appeal or review, the Personnel Committee's decision will be final. All approvals of supplemental employment will be reviewed on an annual basis by the County Personnel Committee.