

02. PERSONNEL

2.6. Outside Employment

BOS Adopted – Jul 1, 2004

2.6.1. Policy

A. If a full-time employee plans to seek or accept additional employment other than the County, the employee must first talk with his/her supervisor and have written approval from the County Administrator or Constitutional Officer for their respective employees.

B. The County Administrator or Constitutional Officer is responsible for determining whether the additional employment will have an adverse effect on the employee's performance or if there is a potential conflict of interest in the second job.

C. If an employee receives approval to accept additional employment, but the job performance begins to deteriorate, he/she may be required to give up the second job.

D. County employees may not engage in outside business or professional activities or accept employment in private enterprises if such activities or employment will:

1. Be in conflict with the interests of the County Government,
2. Interfere with the performance of official duties,
3. Use or appear to use information obtained in connection with official duties which is not generally available to the public, or
4. May be reasonably regarded as official action.