

Chatham County Secondary Employment Policy

Purpose

The purpose of the Chatham County Secondary Employment Policy is to establish policy and procedures for employees to declare secondary employment and for the Department Head and Human Resources to review and approve secondary employment.

It is not the intent of this policy to discourage or limit participation in secondary employment by Chatham County employees. However, the residents of Chatham County must have confidence and trust that the work of the County takes priority over other employment interests, and that the work of employees will be carried out in a fair objective manner, without bias or favoritism. Careful scrutiny of secondary employment in which County employees may engage is required to maintain the confidence and trust of residents. Secondary employment must be evaluated to be sure it does not:

- Have an adverse effect on an employee's primary employment with Chatham County,
- Create a conflict of interest or the appearance of a conflict of interest, or
- Interfere with the normal schedule and operations of employment.

Scope

This policy applies to all regular full-time Chatham County employees except for employees of the Register of Deeds and the Sheriff's Office.

Policy

No full-time Chatham County employee may hold a second job that impairs, in any way, their ability to perform the duties of their employment, creates a conflict of interest or the appearance of a conflict of interest, or reflects adversely on the dignity and integrity of Chatham County. The employee's Department Head and Human Resources will determine whether the secondary employment creates a conflict of interest or is incompatible with county service.

Employment with an agency or company that does or may do business with Chatham County could present a conflict of interest. This is because the secondary employer's interests may be affected by Chatham County actions. There could be an appearance that the secondary employer has an inside track to a contract for the provision of goods and services, or access to confidential information that the employer could use in its business.

The continuation of outside employment considered conflicting or improper, as determined by the Department Head and Human Resources, will be deemed improper conduct and may subject the employee to disciplinary action, up to and including dismissal.

Secondary employment that is performed during standard work schedule must be approved by the supervisor and department head and employees must use vacation, compensatory or petty leave to perform work for their secondary employer. All absences for this purpose must be properly scheduled/reported per your department's internal guidelines. **Please Note: Department heads and/or supervisors do reserve the right to request secondary employment be done only outside of your standard work schedule. Departments may also have additional parameters around secondary employment.**

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Definition

Secondary employment is any employment, other than the employment with Chatham County, in which a Chatham County employee chooses to engage. Secondary employment includes, but is not limited to:

- Other public sector employment
- Private sector employment
- Self-employment
- Ownership of a company or non-profit
- Other role in a company involving direct or indirect compensation, including serving on a Board of Directors, being a partner, and other roles or interests in a company where the employee receives compensation, other benefits, or exerts significant influence or control.

Examples of Generally Acceptable Secondary Employment

- Customer Service (e.g. cashier, food service)
- Teaching
- Tutoring
- Mentoring or counseling
- Coaching or consulting services
- Language interpreting
- Event planning or catering services
- Musician
- Cleaning services
- Clerical work
- Sales (e.g. cosmetics, jewelry, automobiles)
- Farming
- Rental or property management
- Minister or religious services or
- Seasonal work (e.g. taxes)

Disclosure and Approval of Secondary Employment

All employees must complete the *Request for Secondary Employment Form* and declare any secondary employment before beginning it. The Department Head and Human Resources will review the secondary employment. If the secondary employment is deemed unacceptable the employee shall be informed that they must not engage in that employment and that doing so may result in termination of employment. Approved forms will be kept in the employee's personnel record.

It is a violation of this policy to begin or continue secondary employment without the approval of the Department Head and Human Resources and may result in disciplinary action or dismissal.

Withdrawal Due to Performance

Employees must carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job

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performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

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