

*Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this procedure applies to them. In case of a conflict between the applicable CBA and these procedures, the provision in the CBA controls.*

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## **Secondary Employment**

**OVERVIEW:** This establishes the County's procedure on employment outside of Board service.

**SCOPE:** This procedure applies to all persons employed by the Board.

### **PROVISIONS:**

1. An employee may accept secondary employment or pursue paid self-employment outside of regular work hours paid by the Board, with written approval of the Administrating Official, HR Director or designee. Employees must submit the form within 30 days of beginning employment with the County or within 30 days of beginning with the secondary employer.

Employees must complete and submit the *Secondary Employment Form* (located on the intranet under Human Resource) to their Department Director for review before it is submitted to Human Resources for the final approval process.

2. Secondary employment, including self-paid employment, shall not adversely affect the employee's ability to function during hours of work for the Board, nor shall it conflict with or adversely affect the interest of the Board.
3. An employee shall not utilize Board office space, supplies, equipment or time in conjunction with any outside employment.
4. Employees will not use their status as a County employee to obtain or further their secondary employment.