

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

Policy No.: 4-8

Effective: 06/16/03

Revision No.:

Review Date: xx/xx/xx

Secondary Employment

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

SCOPE: This policy applies to all persons employed by the Board of County Commissioners.

PROVISIONS:

1. An employee may accept secondary employment outside of regular work hours for which compensation is paid by the Board, with advance written approval of the department director.
2. Secondary 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.

County Manager

County Attorney