

## **PROCEDURE 205-1 - OUTSIDE EMPLOYMENT/SELF-EMPLOYMENT**

### **Authorization**

If there is a possibility that outside employment or self-employment will violate Policy 205, employees should discuss the employment with their supervisor who must report the issue to the department/agency/office leader. Department/agency/office leaders may also require employees to disclose all outside or self-employment.

The department/agency/office leader may deny authorization for outside or self-employment and/or require an employee to terminate employment that is inconsistent with Policy 205.

### **Working While on Paid Leave**

Employees using any type of limited purpose paid leave, such as sick leave or bereavement leave, may not work for another employer, or engage in self-employment during hours in which the employee otherwise would have been working for the County. This prohibition does not apply to employees receiving paid leave while engaged in military service.

*Effective 05.01.2021, Resolution No. 014-21*