

A. Definition

"Outside employment" means active participation in any business-related activity which results in reportable income to the Internal Revenue Service.

Outside employment must be compatible with the full and proper discharge of the duties and responsibilities of County employment. It shall not impair the employee's capacity to perform the County duties and responsibilities in an acceptable manner.

B. Eligibility

An Appointing Authority may grant a regular full-time employee approval for outside employment, limited to a maximum of twenty (20) hours per week, or twenty-four (24) hours per week if justified by the Appointing Authority and approved by the County Administrator, if:

1. Such outside employment has no actual or potential conflict with the employee's official duties;
2. The outside employment does not require an amount of time or effort which shall prevent the rendering of good service to the County;
3. The outside employment does not prevent the employee from performing overtime, on-call, or callback work when requested to do so.

C. Procedure

1. Any regular County employee desiring to engage in outside employment shall provide information to the Appointing Authority concerning the duties and the hours of employment.
2. Permission to perform outside employment shall require prior approval of the Appointing Authority on the official form provided by Human Resources.
3. It is the responsibility of the employee to report any change in the status/duties pertaining to outside employment to the Appointing Authority. Any change in classification and/or department shall require new approval for outside employment.
4. Permission for outside employment must be renewed annually by calendar year.

D. Department Responsibility

It shall be the responsibility of each Appointing Authority to maintain records on approvals and to periodically review them for compliance with this Policy. The Appointing Authority shall retain the form in the employee's department personnel file, with a duplicate copy to the employee.

E. Family and Medical Leave

Any employee on Family and Medical Leave for his/her own serious health condition shall not work outside employment unless:

1. Approval has been obtained from the Appointing Authority, and
2. The employee has a valid medical statement that the approved outside employment shall in no way interfere with normal convalescence or prolong the employee's absence from County service.

Employees on Family and Medical Leave and under restriction limiting the number of hours that may be worked shall also obtain approval from Human Resources-FMLA Administration prior to working outside employment.

F. Workers' Compensation

1. Any employee on sick leave or workers' compensation shall not work outside employment unless:
 - a. Approval has been obtained from the Appointing Authority, and
 - b. The employee has a valid medical statement that the approved outside employment shall in no way interfere with normal convalescence, or prolong the employee's absence from County service.
 - c. Employees on workers' compensation and under restriction limiting the number of hours that may be worked shall also obtain approval from Risk Management.
2. Any injury occurring during outside employment must be reported to and recorded by the Appointing Authority. Copies of the report shall be sent to the County Risk Manager.