

SUBJECT: Dual Employment (Outside Employment)

DEFINITION: Outside employment refers to work that occurs outside of a full-time County employee's normal working hours.

PURPOSE: To ensure that full-time employment with the County is the primary employment and work activity of the County employee. Outside employment may not create or appear to create a conflict of interests with the policies and programs of the County. In no event should the outside employment serve to diminish the effectiveness of the employee in the performance of County duties.

SCOPE: Management and Professional County employees engaging in any outside employment, including self-employment, private employment, employment with another municipality, town, city or state government, or non-profit agency or organization. For purposes of this policy, holding an elected office does not constitute outside employment.

PROCEDURES:

1. The employee requests permission for outside employment on the attached form. The request should be submitted to the employee's department head and must be completed in full. The department head should review this request for any potential conflict that may exist.
2. The department head recommends approval or non-approval, and attaches an explanation for either recommendation. The department head informs the employee of the recommendation. The information requested in #1, is submitted to the Human Resources Department.

An employee wishing to appeal disapproval by their department head must submit the appeal to the Director of Human Resources. An appeals board composed of the Director of Human Resources and Deputy County Executive will meet to consider the appeal and make a recommendation to the County Executive. The Director of Human Resources will notify the employee of the County Executive's decision.

3. If approved by the department head, the Human Resources Department will review the request with the County Executive. The County Executive, or her designee, will approve or disapprove the request. If approved, written approval applies only to the specific employment situation described. Separate approval is required for each separate or subsequent employment undertaken.

4. If outside employment is approved, the County Executive will direct the Director of Human Resources to file the approved request with the Controller's Office. Copies of the approved request will be sent to the department head and to the employee.
5. If disapproved, the request will be returned to the employee's department head. The department head will then notify the employee of the disapproval.
6. The approval of outside employment must never be construed as permitting the conduct of non-County employment or related activities during County working hours.
7. This policy is in addition to the requirements of § 45-8 on the Monroe County Code of Ethics, entitled "Incompatible Employment", which states: *"No officer or employee shall engage in, solicit, negotiate for or promise to accept private employment or render services for private interest when such employment or service creates a conflict with or impairs the proper discharge of his official duties."*
8. Violation of this policy is sufficient cause for disciplinary action up to and including termination.

