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:

 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.

REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT

Current Employment Information

Department:			
Direct Supervisor:			
Describe Current Io	h Dutios:		
Describe Current 30	D Duties.		
	Requested Outsi	ide Employment Information	
Potential Employer's	Name:		
Contact Person:			
Address:			
Telephone:		e-mail:	
Telephone:Anticipated Start Date:		Estimated End Date:	
Daily Time Schedule:		Estimated Hours per Month:	
Amount and form of	compensation:		
Describe requested	Job Duties/Scope of Work:		
		ted employment does not conflict, or appear to	
appear to conflict wi County time or using employment is my p execution of my duti	th my employment with Mo g county resources of any t rimary employment and my es for Monroe County, and	oyment described above is not in conflict, nor nroe County and that no outside work will occupe. Further, I recognize that my Monroe Couver outside employment will not interfere with the that this approval is subject to revocation at apployment Policy as it may be amended from the	cur during inty e complete any time and
Employee Signature	:	Date:	
· · · · · ·			
☐ Recommended	■ Not Recommended		
		Department Head Signature	Date
☐ Recommended	☐ Not Recommended		
- Recommended	- Not ivecommended	Human Resources Director Signature	Date
□ Approved	☐ Not Approved	Monroe County Executive Signature	Data
		INDITIOE COUNTY EXECUTIVE SIGNATURE	Date