

PROCEDURE 205-1
OUTSIDE EMPLOYMENT/SELF-EMPLOYMENT

Effective 05-01-2021, Resolution No. 014-21

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.