

PROCEDURE 205-2
INTERNAL DUAL EMPLOYMENT
Effective 05-01-2021, Resolution No. 014-21

Regular full-time employees may not hold more than one paid position with the County. Employees employed on less than a full-time basis may accept seasonal employment with the Johnson County Park and Recreation District provided that the combined hours of the positions will not exceed 29 hours per week and provided that the duties of the seasonal position do not interfere with the employee's primary duties. Prior to accepting the seasonal position, the employee must discuss the work arrangement with the employee's supervisor to ensure that any potential conflicts are considered.

Employees who hold a second position with Johnson County Government or the Johnson County Park and Recreation District as of the effective date of this procedure will not be separated from that position provided that the second position does not interfere with the employee's primary duties.

Election Poll Workers

This procedure does not prohibit full-time or part-time employees from working as election poll workers on a periodic basis. See Procedure 301-10.

Volunteer Service

Employees, *solely at their discretion*, may volunteer their services to the County for civic, charitable, or humanitarian reasons so long as they perform entirely different duties from their regular position and the volunteer services are unrelated to their regular position. The provision of volunteer services to the County is not dual employment. To ensure compliance with federal and state wage payment laws, departments/agencies/offices must consult the Department of Human Resources prior to using the volunteer services of employees.