

SECTION 4.6

SECONDARY EMPLOYMENT

A. Purpose

The purpose of this policy is to establish guidelines for employees who wish to engage in secondary employment, including self-employment (paid or volunteer work). Any employee not presently in compliance with this policy should, within seven (7) working days, take the necessary action to comply.

An employee's position at this County is considered to be of primary importance and employees are expected to devote full-time attention and energy to the County organization. Secondary employment is a privilege. At no time may it interfere with the normal operation of the department, or an employee's ability to perform his/her regular duties. The respective department head/elected official may revoke this privilege in full or in part if:

- An employee's performance becomes inadequate;
- An employee engages in conduct inconsistent with County policy or a conflict of interest;
- The department's or County's best interest is not served;
- Attendance or punctuality problems occur;
- It causes overtime in the department.

B. Process

1. Employees interested in pursuing secondary employment should notify his/her respective department head/elected official in writing.
2. All employees must comply with conditions placed on secondary jobs by this policy.
 - a. Employees who are on departmental suspension, Sick Leave, Family Medical Leave, Workers Compensation or light/restricted duty shall not work secondary employment, including self-employment (paid or volunteer work), without notification and consent of the department head. If the employee is a department head under the Commissioners' Court, he/she must notify the appropriate Court liaison.
 - b. Employees shall not perform duties for compensation for secondary employment during their regularly scheduled working hours.

C. Consequences

Employees found in violation of this policy will be subject to disciplinary action up to and including termination of their employment with the County.