COUNTY OF ORANGE, VIRGINIA
PERSONNEL POLICIES MANUAL

SECONDARY EMPLOYMENT

POLICY NO.: 1.6 **EFFECTIVE:** 11/1/96
REVISED:

OVERVIEW: This policy identifies the conditions under which a County employee may maintain a secondary job outside of his/her primary County government job.

SCOPE: This policy applies to all regular full and part time employees.

DEFINITIONS:

1. Secondary Employment - employment in a capacity other than the employee's primary County job.

PROVISIONS:

A. Outside, Secondary Employment:

1. County employees shall not engage in secondary employment which may be determined as being a conflict of interest or an incompatibility of responsibilities with his/her County job's work and responsibilities.

2. County employees shall not engage in secondary employment during the working hours of his/her County job, while at a County facility or on County property, or when using County supplies, equipment, vehicles, or other resources.

3. County employees may not receive any income or material gain from individuals outside the County for materials or services resulting from the scope of their regular County job.

4. Prior to accepting secondary employment, an employee shall notify his/her supervisor by completing a Secondary Employment Form. The form must be approved by the Department Director or Constitutional Officer and the County Administrator. The Department Director or Constitutional Officer and the County Administrator may request additional information from the employee in order to

determine whether or not the proposed secondary employment presents a conflict of interest or incompatibility of responsibilities. The approved form will be kept in the employee's personnel file.

5. With any change in the nature or scope of the secondary employment, the County employee must file a new Secondary Employment Form for review and approval.

6. County employees holding secondary positions at the time of the adoption of this policy must immediately file a Secondary Employment Form for approval.

B. Affect on Performance:

An employee who maintains a secondary job outside of the County government is expected to meet the performance standards of his/her County job. No special treatment will be given to employees who maintain secondary employment.

C. Concurrent County Positions:

An employee maintaining two, concurrent County positions might be considered to be jointly employed under the provisions of the Fair Labor Standards Act. In such cases, employment activities shall require close consideration and conformance with the requirements of that law.