
**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

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AUTHORITY: BOC

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SUBJECT: OUTSIDE EMPLOYMENT

- I. PURPOSE:** To clarify the guidelines and approval needed prior to any County employee working for any other employer in compliance with County Code 2.02.110 (C).
- II. POLICY:** Employees are required to obtain authorization from their Department Head/Elected Official prior to engaging in outside employment.
- A. DEFINITION:**
1. Outside Employment: Paid work by any County employee for an employer other than the County.
- B.** Employees of the County shall not engage in any outside work which will impede the performance of their duties or create a conflict of interest with their County position.
- III. PROCEDURE:**
- A.** Employees shall notify their Department Head/Elected Official in advance of any plans to engage in outside work. Notification must be written and contain full information about the planned work. No outside employment shall be allowed unless authorized in advance by the appointing authority in writing.
- B.** Any employee who desires to conduct his own business outside of his employment with the County must first advise his Department Head/Elected Official of such intent. If the business anticipates doing business with the County, the employee may have to meet any requirements the Commission deems necessary, which may in addition to the regular purchasing policies of the County, in order to supply goods or services to the County.
- C.** The Department Head shall review the employee's request and determine if there is conflict of interest or if, in the opinion of the Department Head, the outside work will negatively impact the employee's ability to perform their job with the County. If the Department Head approves of the outside employment, a copy of the written approval shall be forwarded to the Human Resources Division for filing.

- D. Failure of an employee to comply with the notice, approval, conditions imposed by the Department Head/Elected Official, or any requirements of this policy may result in disciplinary action, up to and including termination.

IV. RESPONSIBILITY FOR REVIEW: The Human Resources Manager shall review this policy as needed or at least once every 5 years.

06/09/03