

POLICY 803 OUTSIDE EMPLOYMENT

- 1. Purpose.** To ensure employees are not engaging in outside employment that conflicts with or affects performance of county duties.

- 2. Policy.**
 - 2.1 Employees may hold outside employment as long as they continue to meet performance standards of their county position, and provided the outside employment does not create a conflict of interest with the county position or affects the performance of county duties.

 - 2.2 Employees will be held to the same performance standards and work schedules, regardless of existing outside employment demands.

 - 2.3 Permission must be sought for outside employment by submitting a written request to the Department Head (department heads must submit their request to the County Administrator) for approval.

 - 2.4 Outside employment that creates a conflict of interest is prohibited. The determination of whether a conflict of interest exists is the sole discretion of the employer.

- 3. Prohibited Conduct.**
 - 3.1 Use of county-assigned work number for any business purpose other than Eau Claire County business.

 - 3.2 Use of county-assigned telephones for incoming or outgoing telephone calls for outside employment purposes.

 - 3.3 Storage of personal business records on county computers or use of any county equipment or property in conducting an outside business or outside employment.

 - 3.4 Engaging in outside employment during regular working hours unless approved by the employee's immediate supervisor or department head.

 - 3.5 Use of paid time off or extended leave bank benefits when an injury or illness is due to or incurred while in the employ of others or course of self-employment.

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Effective Date: January 1, 2012

Revised Date:

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