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**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 216  
**EFFECTIVE DATE:** 06/17/08  
**REVISED:** 12/05/17  
05/17/22  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** AO

**SUBJECT: OUTSIDE EMPLOYMENT**

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**I. Policy**

In order to maintain a work force that is fit and available to provide proper services and carry out functions of the employer, employees are prohibited from engaging in outside employment which presents real or potential conflict with or negatively impacts their employment with the employer.

**II. Conflicting Employment**

Outside employment may be classified as in conflict with the employer's interests if it:

1. Interferes with or negatively impacts the employee's ability to perform his/her assigned job.
2. Prevents the employee's availability for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job.
3. Is conducted during the employee's work hours.
4. Requires the services of other employees during their normally scheduled work hours.
5. Makes use of the employer's telephones, computers, supplies, or any other resources, facilities, or equipment.
6. Is represented as an activity of the employer or an activity endorsed, sanctioned, or recommended by the employer.
7. Takes advantage of the employee's employment with the employer, except to the extent that the work with the employer may demonstrate expertise or qualification to perform the outside work.
8. Requires the employee to schedule time off at specific times that could disrupt the operation of the employer.
9. Involves employment with a firm that has contracts or does business with the employer. Exceptions to this policy have been identified in policy 212, Code of Ethical Standards.
10. Employment negatively impacts the public perception of the integrity or credibility of the County.

### **III. Procedure**

1. Each employee will provide notice to their Department Director of outside employment and whether s/he believes the proposed outside employment may conflict with his/her employment with the employer.
2. In order to determine if there is a conflict with the employee's duties, the Department Director may request information, such as:
  - The outside employer's name;
  - Hours of proposed employment;
  - Job location; and
  - Duties to be performed.
3. If there is a perceived conflict with the employee's employment the Department Director will confer with the HR Director. If the HR Director is in agreement, the Department Director will inform the employee, in writing, that the outside employment is not allowed, and a copy of the correspondence will be placed in the employee's personnel file.
4. Within 30 calendar days of receiving written notice from the Department Director of the conflict, the employee must terminate the outside employment if s/he wishes to remain an employee of Storey County.
5. Employees who engage in outside employment which is prohibited by this policy are subject to discipline, up to and including termination.
6. Provisions of policies and procedures of the Sheriff's Office may provide additional restrictions or conditions for approval of outside employment and will remain in effect as they are currently written or as they may be modified.

### **IV. RESPONSIBILITY FOR REVIEW: The County HR Director will review this policy every 5 years or sooner as necessary.**