

Subject: **OUTSIDE EMPLOYMENT**

Date: **June 4, 2008**

Pages: 1 of 1

Replaces Policy Dated: July 10, 1993

PURPOSE: To establish guidelines for Pinal County employees concerning outside employment.

STATEMENT OF POLICY: Pinal County does not oppose employees engaging in outside employment. However, each full-time employee's County position must be considered the employee's primary employment. Therefore, Pinal County will oppose outside employment when it interferes with the employee's County duties, involves a potential conflict of interest, or the appearance of a conflict of interest, or in any way compromises the integrity or credibility of the Pinal County government in the community.

SCOPE: Pinal County employees should avoid:

- A. Outside employment with an entity that conducts business with the County without full disclosure and satisfactory management of any potential conflict of interest.
- B. Outside employment which cannot be accomplished outside of the employee's normal working hours or is otherwise incompatible with the performance of the employee's duties by placing the employee in a position of conflict between the employee's role with Pinal County and the employee's role in the outside employment.
- C. Performance of work for any governmental entity within the State of Arizona without the written consent of both employers.
- D. Outside employment which exploits official position or confidential information acquired in the performance of official duties for personal gain.
- E. Outside employment, which the public may view as work on behalf of Pinal County including any work for other county employees that involves providing the same types of services the employee is paid to perform for the county. (this provision does not apply to off duty Deputy Sheriff assignments coordinated through that office.)
- F. Employees may not engage in outside employment while on medical leave, industrial accident leave, or Family and Medical Leave without prior authorization.
- G. Employees must not use public resources, property, and funds under the employee's control and responsibility when engaging in any form of outside employment. (this provision does not apply to off duty Deputy Sheriff assignments coordinated through that office.)

Due to the importance of the public's perception of the Pinal County government, all employees who engage in outside employment must disclose such work on an Outside Employment Declaration form. Outside employment is subject to review for conformance to this policy. Employees engaged in outside employment determined not to be in conformance will be required to cease such employment.

Volunteer Activities

Employees are encouraged to engage in volunteer activities, especially activities to improve community life. However, employees should evaluate their volunteer activities in the same manner as outside employment to identify any potential conflict with the employee's County position and discuss these potential conflicts with their supervisor on an

individual basis. Employees should declare volunteer activities if the employee believes there is some reason for concern consistent with the spirit of this policy. Refer to Policy #1.60 Volunteer Service Program.