

**Section 7.13: OUTSIDE EMPLOYMENT**

- A. Under no circumstances shall a county employee have other employment which conflicts with the policies, objectives and operations of their position with the County.
- In addition, an employee shall not become indebted to a second employer whose interests might be in conflict with those of the county office in which they are employed.
- B. Employment “conflicts” as set forth in this policy, is when a second job impairs the employee’s ability to perform the duties of his or her position with the county.
- C. Full-time employment by Richland County shall be considered the employee’s primary occupation, taking precedence over all other occupations.
- D. “Outside” employment shall be a concern of the Appointing Authority only if it adversely affects the employee’s performance on his or her County job.

- Two common employment conflicts which may arise are:

1) Time Conflict: Defined as when the working hours required of a “secondary job” directly conflict with the scheduled working or overtime hours of an employee’s job with the county; or when the demands of a “secondary job” prohibit adequate rest, thereby adversely affecting the quality of an employee’s job performance with the County.

2) Interest Conflict: Defined as when an employee engages in “outside employment” which tends to compromise his/her judgment, actions and/or job performance with the County.

E. Should a Department Head determine that an employee’s outside employment is adversely affecting the employee’s job performance with the County, the Board may require that the employee refrain from such activity.

- Any policy infraction, or other specific offense, which is the direct or indirect result of an employee’s participation in outside employment

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shall be disciplined in a manner consistent with the policy set forth in this manual.