

Title: Secondary Employment
Policy Number: 114
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Authorized by: Board of Supervisors

Policy:

Pottawattamie County shall be considered the primary employer for full-time employees however, it is the policy of Pottawattamie County to allow its employees to engage in secondary employment, subject to certain restrictions as outlined below.

Comments:

- (1) When considering secondary employment, please keep in mind that your attendance at work is an essential requirement of your job with Pottawattamie County. Pottawattamie County may contact a Secondary employer or otherwise verify, the secondary hours of work.
- (2) Pottawattamie County requires that employees' activities and conduct away from the job must not compete or conflict with or compromise its interests, or adversely affect job performance and the ability to fulfill all responsibilities to the County. These requirements also extend to the unauthorized use of any County tools or equipment and the unauthorized use or application of any County confidential information. In addition, employees should not solicit or conduct any outside business during paid working time. Employees may not take sick leave for the purpose of secondary employment. Any conflict must be taken in vacation or other earned leave, but not sick leave, or unpaid leave as approved by the supervisor.
- (3) All employees, including part-time employees, must obtain prior approval from their Department Head before undertaking any secondary employment or other work activity. A secondary employment request form must be completed and submitted to the Department Head.
- (4) Employees are cautioned to consider carefully the demands that additional work activity will create before requesting permission to seek or accept secondary employment. Secondary employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related performance problems, normal disciplinary procedures will be followed to deal with the specific issues.

- (5) Employee requests for permission to accept secondary employment, including self-employment, must be submitted in writing to the employee's Department Head. The request should include any pertinent information about the secondary employer, the nature of the job, the hours of employment, and potential conflicts with County employment. The Department Head will approve or deny the request, provide the employee with a copy and forward a copy to payroll for placement in the employee's personnel file. Failure to adhere to policy may result in disciplinary action.
- (6) In evaluating requests for secondary employment, the Department Head will consider whether the proposed employment:
 - (a) May reduce the employee's efficiency or performance in working for the County;
 - (b) Involves working for an organization that does a significant amount of business with the County, such as major contractors, suppliers, and customers; or
 - (c) May adversely affect the County's image.
 - (d) Conflicts with normal scheduled work hours at the county.
- (7) Employees are prohibited from utilizing paid sick leave from Pottawattamie County for the purpose of working for the secondary employer or if they are fatigued as a direct result of working for the secondary employer. Fraudulent use of sick leave to related work for a secondary employer is prohibited and will result in disciplinary action up to and including termination.