

County of Cumberland Board of Commissioners	Policy Number: 5.02	Pages: 1 of 2
Chapter: Miscellaneous	Effective Date: February 18, 2022 Supersedes Policy 5.02 Dated 08/11/1994	
Subject: Outside Employment		

I. POLICY:

Cumberland County Government requires that employees consider their employment with the County as primary.

II. DEFINITIONS:

Outside employment is generally defined as 1) employment or consulting in an outside work or activity, 2) receipt of compensation from an outside source, or 3) regular or periodic involvement with a business or non-profit organization in which the employee is an officer, board member, etc.

Compensation may be direct, indirect, or deferred.

III. OBJECTIVE:

Cumberland County recognizes that some employees may need or want to hold additional jobs outside their employment with the County. Employees of Cumberland County are permitted to engage in outside work or hold other jobs, subject to certain restrictions based on reasonable business concerns.

IV. PROCEDURES:

Cumberland County applies this policy consistently and without discrimination to all employees, and in compliance with all applicable employment and labor laws and regulations. The following rules apply to all employees seeking outside employment.

A. Work-related activities and conduct away from Cumberland County must not compete with, conflict with, or compromise the County's interests or adversely affect job performance and the ability to fulfill all responsibilities to Cumberland County. Employees are prohibited from performing any services for vendors of Cumberland County that are normally performed by Cumberland County employees. This prohibition also extends to the unauthorized use of any county tools or equipment and the unauthorized use or application of any county confidential information. In addition, employees may not solicit or conduct any outside business during work time for Cumberland County.

B. Cumberland County employees must carefully consider the demands that additional work activity will create before accepting outside employment. Outside 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 problems, the employee will be asked to discontinue the outside employment, and the employee may be subject to the normal disciplinary procedures for dealing with the resulting job-related problem(s).

C. Employees may not use paid sick leave to perform work for another employer. Fraudulent use of sick leave or an employee's refusal to comply with Cumberland County's reasonable request to terminate outside employment may result in discipline up to and including termination.

D. Employees who seek outside employment must:

1. Obtain a "Request for Outside Employment" from the Department of Human Resources (form can be downloaded from Intranet).
2. Submit the completed form to Department Head for approval.
3. Not commit to or begin outside employment before approval.

E. Department heads shall forward approved "Request for Outside Employment" to the Director of Personnel and Human Resources for inclusion in the employee's personnel file.

F. "Request for Outside Employment" forms must be submitted on an annual basis or anytime a change occurs. Approval is not guaranteed; employee performance and other circumstances will be considered by the Department Head in determining whether to approve a request.