

 <b>STANISLAUS COUNTY COMMUNITY SERVICES AGENCY</b>	Developed by/Date: Per Old DSS Manual Prior to 2002, Rev. 1/21/09	Page: 1 of 1	Number: 1.10
	Reviewed by/Reviewed Date: CSA Exec Team 2/09	Replaces:	Category: Employee Conduct/ Expectations  Distribution: All Staff
Title: <b>Outside Employment</b>		Approved: Exec 2/9/09	

**Policy** 
     
 **Procedure** 
     
 **Guideline**

**Purpose**

The purpose of this procedure is to determine whether outside employment or business endeavors are in conflict with County Employment. Stanislaus County is an employee's primary employment. Employees need to avoid actual improprieties but also the appearance of possible improprieties. Therefore, if there is any doubt as to whether an employee should be employed outside the County, the matter should be resolved in favor of nonparticipation.

**Definition**

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

**Procedure**

Employees should review any outside employment or business endeavors with his/her supervisor to ensure there are no conflicts with County employment. (Please refer to the Conflict of Interest Policy and Code of Ethics for guidance.)

Outside employment that interferes with the ability of the employee to perform expected job duties, or which will result in a conflict of interest is prohibited. No employee may be permitted to work for compensation for the County in a capacity other than her or his regular position, without a Board resolution.

Staff who perform back-up and/or primary shift coverage are considered to be "on call", and are paid at an hourly rate. This prohibits the on-call worker from working a second job during the same time period. [County Personnel Policies Section VII].