

Subject: OUTSIDE EMPLOYMENT

Date: June 15, 2016

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Replaces Policy Dated: June 4, 2008

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

STATEMENT OF POLICY: Pinal County does not prohibit employees from engaging in outside employment. However, each full-time employee's County position must be considered the employee's primary employment. Therefore, Pinal County prohibits 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:

- A. Should avoid outside employment with an entity that conducts business with the County without full disclosure and satisfactory management of any potential conflict of interest.
- B. Should avoid 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 or which creates an appearance of impropriety. For purposes of this Policy “normal working hours” is defined as 8:00 a.m. to 5:00 p.m.
- C. Should avoid outside employment which exploits the employee’s official position or confidential information he/she may have acquired in the performance of his/her official duties
- D. Should avoid outside employment, which the public may view as work on behalf of Pinal County including any work 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.)
- E. May not engage in outside employment while on medical leave, industrial accident leave, or Family and Medical Leave without prior authorization.
- F. May 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.)
- G. May perform work for any governmental entity within the State of Arizona with the written consent of the Pinal County Department Director or Elected Official.

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All employees who engage in outside employment must disclose such work on an Outside Employment Declaration form and must file same with the Human Resource Department. Outside employment is subject to review for conformance to this policy and must be approved by Department Director or Elected Official and Director of Human Resources. Employees engaged in outside employment determined not to be in conformance with this Policy will be required to cease such employment, and failure to comply with an order to cease outside employment may subject the Employee to discipline up to and including termination.