**XXX SOIL AND WATER CONSERVATION DISTRICT**

**SECONDARY EMPLOYMENT**

**POLICY AND PROCEDURES**

**POLICY FOR SECONDARY EMPLOYMENT**

The work of the district/county shall take priority over any other employment interest of district/county employees. All outside employment for salaries, wages, commission, self-employment, ownership of businesses, sales income, goods, services, travel benefits, room, board or any other things of value must be reported to the employee’s manager/supervisor before such work is to begin. The manager will then notify the district board of supervisors. The manager and the district board of supervisors will determine whether the outside work may create a conflict of interest or be otherwise incompatible with services performed by the employee for the district or county.

**WRITTEN NOTIFICATION**

Employees requesting secondary employment must complete a secondary employment certification form at the beginning of each fiscal year and any time the secondary employment is substantially changed from that previously approved. The employee will be notified by the district in writing if the requested secondary employment is approved or denied.

**CONFLICT OF INTEREST**

Secondary employment will not be allowed if the manager and district board determine the secondary employment will be a conflict with the employee’s primary job responsibilities or if it may impair the employee’s ability to carry out his/her primary job responsibilities. The following prohibitions will be observed:

1. Employee and/or secondary employer serving as a contractor and/or providing contracting services to implement a state cost share contract.
2. Activities wherein an employee or the secondary employer could benefit from access to privileged information or specialized knowledge about policy, programs, regulations, procedures, litigation, or intended actions.
3. Activities wherein the secondary employer or employee’s clients could be perceived as getting preferential consideration for cost share assistance and/or technical assistance.
4. Activities that make it difficult for the public to discern whether the employee is engaged in primary or secondary employment.
5. Compensation through secondary employment for services that should be provided as a part of primary employment responsibilities.
6. Employment of district employee by a member of the district board of supervisors from their district, if it creates a conflict of interest or the appearance of conflict of interest.
7. Use of a federal, state or district equipment, materials, facilities or vehicles in their secondary employment activity.
8. *(Optional: Include any specific appropriate item(s) from existing county secondary employment policy that may be needed).*

**IMPAIRMENT OF WORK PERFORMANCE**

Employees should avoid secondary employment that would impair their ability to perform their primary job responsibilities.

1. Employees will not engage in any activity that will impair the physical stamina and mental attentiveness necessary to perform their primary employment. Hours, stress, physical strain, and travel required for the secondary and primary jobs will be considered, along with prior productivity, when making this determination.

b. Employees are not to engage in secondary employment during their normal work hours.

**DICIPLINARY ACTION**

The assumption of outside employment without prior approval by the employee’s department manager will be deemed improper conduct and subject the employee to disciplinary action, up to and including dismissal.

**SECONDARY EMPLOYMENT CERTIFICATION FORM**

The district board hereby adopts the Secondary Employment Certification Form provided by the NC Division of Soil & Water Conservation for purposes of documenting board approval of secondary employment.

Adopted on this \_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2014 by the XXX Soil and Water Conservation District Board of Supervisors.

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, Chairman

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, Human Resources Director