**Pitt County Soil and Water Conservation**

**Departmental Policy for Secondary Employment**

This departmental policy is for positions that are required by the North Carolina Soil and Water Conservation Commission to have the following secondary employment policy statements and affirmation.

Secondary employment is defined as a source of compensation outside of duties and responsibilities as an employee of the Pitt County Soil and Water Conservation District and the County of Pitt. This includes self-employment, ownership of business and any activity that may provide an employee with salary, wages, commissions, sales income, goods, services, travel benefits, room, board or other things of value. This policy supplements, not replaces Pitt County policy.

This policy protects the District, County, the Commission, and the employee from the following circumstances:

1. Conflict of Interest: Secondary employment should not be allowed if it is in conflict with the employee’s primary job responsibilities or if it would impair the employee’s ability to carry out his/her primary job responsibilities. The following prohibitions should 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 of 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 employment or secondary employment.
   5. Compensation through secondary employment for services that should be provided as a part if primary employment responsibilities.
   6. Supervisor from hiring a district employee from their district in their secondary employment if it creates a conflict of interest or the appearance of conflict of interest.
   7. Use of Federal, State or District equipment, materials, or facilities in furtherance of secondary employment activity.
2. Impairment of Work Performance: Employees should avoid secondary employment that would impair their ability to perform their primary job responsibilities.
   1. Employees should not engage in any activity that will impair the physical stamina and the 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.
   2. Employees should not engage in secondary employment during their normal work hours.

**I acknowledge that I have read the above policy and affirm:**

\_\_\_\_\_\_\_\_\_\_ I do not have any secondary employment  
Initials

\_\_\_\_\_\_\_\_\_\_ I do have secondary employment. I have consulted with my supervisor to insure Initials that that I am following the guidelines set forth in this policy.  
 **(Pitt County Government Outside Employment Request Form REQUIRED)**

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 Employee name (Printed)

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Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Supervisor Signature Date

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District Chair Signature Date