**ROBESON SOIL AND WATER CONSERVATION DISTRICT**

**SECONDARY EMPLOYMENT**

**POLICY AND PROCEDURES**

**POLICY FOR SECONDARY EMPLOYMENT**

The work of the district/county takes 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 department manager/supervisor before such work is to begin. The department manager will then notify the district board of supervisors. The department manager and the district board of supervisors will determine whether the outside work would create a conflict of interest or otherwise to be incompatible with county/district services.

**WRITTEN NOTIFICATION**

Employee’s requesting secondary employment will be notified by the District in writing if they are approved or denied secondary employment.

a. District will notify the employee in writing, and will identify the employee, the type of

secondary employment, the time of day in which the employee is allowed to engage in

secondary employment, and the time period covered by the written permission.

b. Employee will complete and turn in to his/her department manager, the North Carolina

Department of Agriculture’s Secondary Employment Certification Form within 15 days of

notification of approval for secondary employment.

c. Employees denied secondary employment will be notified by certified mail.

**CONFLICT OF INTEREST**

Secondary employment will not be allowed if the department manager and district board feel the secondary employment will be a 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 will be observed:

a. Employee and/or secondary employer serving as a contractor and/or providing

contracting services to implement a state cost share contract.

b. 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.

c. Activities wherein the secondary employer or employee’s clients could be perceived as

getting preferential consideration for cost share assistance and/or technical assistance.

d. Activities that make it difficult for the public to discern whether the employee is engaged

in primary or secondary employment.

e. Compensation through secondary employment for services that should be provided as a

part of primary employment responsibilities.

f. Supervisors 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.

g. Use of a federal, state or district equipment, materials, facilities or vehicles in their

secondary employment activity.

**IMPAIRMENT OF WORK PERFORMANCE**

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

a. 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. (See Appendix F, Group C-7 under county workplace policies)

Adopted on this \_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2014 as the Robeson Soil and Water Conservation District’s Secondary Employment Policy and Procedures.

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W. Kay McGirt, Chairman

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David Hedgpeth, Vice Chairman