

## **OTHER EMPLOYMENT**

### **PROGRAM OVERVIEW**

Departments have the authority to approve Outside Employment or Activity Declarations in accordance with the Monterey County Personnel Policies and Practices Resolution No. 98-384. In determining the approval or denial of the employee's request to participate in outside employment, activity or enterprise, the following should be considered:

- Compatibility of proposed employment, activity or enterprise with employee's duties or with the duties, functions or responsibilities of his/her Department Head or agency.
- Use of County time, facilities, equipment or supplies
- Use of a badge, uniform, prestige, or influence of the employee's County office or employment
- Duties would normally be required or expected as part of employee's County employment
- Compensation received which may later be subject, directly or indirectly, to the control, inspection, review, audit, or enforcement of a County officer or employee.
- Time demands/requirements which would render the employee less efficient as a County employee

### **PROCEDURES**

1. Prior to engaging in a particular outside employment, activity or enterprise, employee completes a "Declaration of Outside Employment, Activity or Enterprise" form (form B.14) requesting authorization to conduct activity and submits it to Department Head or designee.
2. Department Head or designee reviews information provided for possible conflict of interest.
3. If outside employment, activity or enterprise has potential conflict through the employee's ability to solicit private business through County contacts, Department Head or designee may approve such if a written statement is secured from the employee assuring that no conflict will occur.
4. Department Head or designee approves or denies request and returns copy of form and any supporting documentation to the employee.
5. Original of "Declaration of Outside Employment, Activity or Enterprise" form and supporting documentation is placed in employee's departmental personnel file.
6. Continued approval of outside employment, activity or enterprise must be renewed each calendar year.