

HUMAN RESOURCES POLICY
Fauquier County, Virginia

Policy Title: Outside Employment
Section No.: 14

Effective Date: 10/15/01
Supersedes Policy: 07/01/88

I. PURPOSE

It is the objective of the Board of Supervisors to establish a procedure for reviewing, approving, and monitoring employee requests to engage in employment outside of the County government.

II. SCOPE

This policy applies to all employees.

III. DEFINITIONS

Outside Employment

Outside employment is defined as paid employment with another business/non-profit entity or self-employment, including private practice of any kind.

IV. PROCEDURES

A. Notification

1. Department Heads/Constitutional Officers shall ensure that all current employees are notified of the requirement to obtain approval to engage in outside employment prior to engaging in such employment.
2. The Human Resources Department shall inform new employees of the requirement to obtain prior approval before engaging in outside employment.
3. An employee must notify his/her Department Head/Constitutional Officer upon a change in outside employment status.

B. Requests To Engage In Outside Employment

1. An employee who wishes to engage in outside employment shall submit a "Request To Engage In Outside Employment" form to his/her Department Head/Constitutional Officer.

2. The Department Head/Constitutional Officer shall evaluate the request to determine if the outside employment represents a conflict of interest with the employee's County job position.
3. Approval of outside employment is contingent upon a determination by the Department Head/Constitutional Officer that such employment:
 - a. does not adversely affect the employee's ability to perform assigned duties for the department;
 - b. does not interfere with the employee's regular work hours, "on call" schedule, or the need for overtime that is a condition of employment;
 - c. is not in violation of the State and Local Government Conflict of Interests Act.
4. Upon approval by the Department Head/Constitutional Officer, the request for outside employment shall be forwarded to the Human Resources Director for review/concurrence and to the County Administrator, or his/her designee, for final approval/disapproval.

C. Disapproval Of Outside Employment

1. Disapproval of outside employment will require an employee to either cease or not accept the outside employment, or terminate employment with the County.
2. An employee's engagement in disapproved outside employment shall result in disciplinary action, up to and including termination.

