



MARICOPA COUNTY INTERNAL POLICY

Policy Title: SECONDARY EMPLOYMENT	Policy Number: HR2422
	Current Adoption Date: 09-19-2018
	Current Implementation Date: 09-19-2018
Approved by: BOARD OF SUPERVISORS	Board Agenda Number: C-31-19-006-6-00
	Original Adoption Date: 11-14-2012

I. PURPOSE

To provide a mechanism for employees to request to participate in outside employment when doing so does not interfere with their County employment, create a conflict of interest, or create an appearance of impropriety.

II. AUTHORITY

This Policy is authorized by the Board of Supervisors pursuant to A.R.S. §11-251.

III. APPLICATION

This policy applies to all Maricopa County appointed departments as well as the Flood Control District, the Library District, and the Stadium District. This policy also applies to employees of County elected offices unless the elected official has implemented a similar policy specific to his or her office.

IV. DEFINITIONS

- A. Appointing Authority:** An elected official, the single administrative or executive head of a department, or the designated representative authorized to act in this capacity.
- B. County Employment:** All employment within the County wherein employees are paid a wage or salary in accordance with official County payroll entries.
- C. Employee:** A person paid a wage, salary, or stipend in accordance with official County payroll entries. Does not include volunteers, independent contractors, inmates, or members of boards, commissions, and committees appointed by the Board of Supervisors.
- D. Outside Employment:** Paid work which occurs outside of an employee's County employment; includes self-employment.

V. POLICY

- A.** Employees are prohibited from occupying more than one position at the County or Judicial Branch at any given time and must not engage in outside employment that:
 1. Is in violation of any law, statute, or regulation.
 2. Poses, could pose, or has the appearance of a potential conflict of interest.
 3. Compromises the integrity or credibility of the County.
 4. Impairs the performance of County duties including, but not limited to employment:
 - a. That uses County work time, facilities, personnel, equipment, technology, supplies, badges, or uniforms.
 - b. Where employees may directly or indirectly, inspect, review, or audit their outside work within the performance of their normal County duties.

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- c. Where employees use their official position or confidential information acquired through the course of their official County duties.
- d. That places employees in an adversarial relationship with their departments or the County.
- e. That renders employees' performance of County duties less efficient, or prevents them from working overtime, stand-by, on-call or call-back work when required or requested to do so.
- f. At an entity that conducts business with the County when satisfactory management of any potential conflict of interest is not possible.

B. Employees must:

- 1. Notify their department in writing of any outside employment and obtain approval to continue outside employment that is not in conflict with this policy.
- 2. Notify their department of changes to their outside employment status, duties, or work hours.
- 3. Review with their department their outside employment when their County employment changes for any reason.
- 4. Cease or modify their outside employment if instructed to do so by their Appointing Authority because it is in conflict with this policy.

C. Appointing Authorities will:

- 1. Review requests for compliance with this policy and notify employees of their final decision in writing, typically within five (5) business days after receipt of the request.
- 2. Give employees a reasonable amount of time to cease or modify their outside employment if it is determined to conflict with this policy.
- 3. Maintain records of outside employment approvals in personnel files.

D. The County Manager or designee may approve exceptions to this policy that are consistent with the intent of the policy.

Revision History

Version	Revision Date	Description of Revision
1	11-14-2012	Initial version (C-49-13-028-6-00)
2	09-19-2018	Updated language consistent with A.R.S. §38-501 through 505 (C-31-19-006-6-00)