



## PERSONNEL POLICY

### SUBJECT: OUTSIDE EMPLOYMENT

DATE: January 1, 2017

Number: 320-16

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#### **I. Statement of the Policy**

Fulton County respects each employee's right to engage in activities outside of employment that are of a personal or private nature, to the extent that such activities do not create a conflict of interest as described in the Fulton County Code of Ethics or adversely affect the employee's ability to perform his or her job. Under certain circumstances; however, if an employee's personal conduct adversely affects his or her performance on the job or makes it impossible for him or her to carry out any or all of his or her job duties while at work, appropriate disciplinary action up to and including termination of employment may be appropriate.

#### **II. Establishment and Implementation of Procedure**

The County Manager, in consultation with the Chief Human Resources Officer and the County Attorney, is authorized to establish and modify, as needed, a procedure for implementing this policy.



## PERSONNEL PROCEDURE

### SUBJECT: OUTSIDE EMPLOYMENT

DATE: March 17, 2017

Number: 320-16

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#### Limitations on Outside Employment

An example of an activity that might adversely affect an employee's ability to perform his or her job duties is outside employment. While Fulton County does not prohibit employees from holding other jobs, the following types of outside employment are prohibited:

- Employment that conflicts with the employee's work schedule, duties and responsibilities or creates an actual or perceived conflict of interest;
- Employment that impairs or has a detrimental effect on the employee's work performance with Fulton County;
- Employment that requires employees to conduct work or related activities during working times or by using any of Fulton County's tools, materials or equipment (Note: The prohibition against the use of County tools, materials and equipment does not apply to sworn law enforcement personnel); and
- Employment that directly or indirectly competes with the business or the interests of Fulton County.

For the purposes of this policy, self-employment is considered outside employment. Outside employment of Fulton County's sworn law enforcement employees must be approved in advance in writing by the Appointing Authority concerned. Additionally, outside employment of employees of the Office of the Medical Examiner must be approved in advance in writing by the Appointing Authority and any hours missed as a result of the outside employment must be made up during the same week. For all others, outside employment must be approved in advance in writing by the Appointing Authority and Chief Human Resources Officer. For appointed positions that report to the County Manager, approval must come from the County Manager. Annual approval for outside employment is required.

These policies do not create a contract of employment. Employment for non-classified employees remains "at will".

Fulton County will not assume any responsibility for employees' outside employment. Specifically, Fulton County will not provide workers' compensation coverage or any other benefit for injuries occurring from, or arising out of, such outside employment.

These policies do not create a contract of employment. Employment for non-classified employees remains "at will".