

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

SECONDARY EMPLOYMENT

**SECTION 5.11
PAGE 1 OF 1**

- A. Employment by the County shall be considered the employee's primary occupation, taking precedence over all other occupations. The employee's supervisor shall be notified in writing of any "outside" or secondary employment of an employee.

- B. Under no circumstances shall an employee have other employment which conflicts with the policies, objectives, and operations of the County. Employment "conflicts," as set forth in this policy, shall be defined as secondary employment which impairs an employee's ability to perform the duties of the employee's position with the County. An employee shall not take secondary employment with an employer whose interests are or might be in conflict with those of the County.

- C. If, in the opinion of the SCAA, secondary employment is adversely affecting an employee's job performance, the employee may be asked to refrain from such activities as a condition of employment. Refusal to conform to such a request shall be cause for discipline, up to and including termination.