

Utah County Human Resource Management Policy 4-6000: Incompatible Outside Employment

Purpose

It is the purpose of this policy to delineate when, and under what conditions, Utah County career service employees may participate in outside employment.

I. Policy

County employment shall be the principal vocation of full-time employees governed by these rules. Utah County expects employees to devote their best efforts to the interests of Utah County.

II. Procedures

Full-time and three-quarter time employees may engage in outside employment with their department head's approval by declaring the proposed outside employment on the form provided by the County and submitting it to the department head (department heads engaging in outside employment must obtain approval from the County Commission); and subject to the following conditions:

- A. The outside employment must not interfere with efficient performance of the employee's County job duties.
- B. The outside job must not conflict with the interests of the department or of Utah County.
- C. The employee may not employ or supervise any County employees of the same County department as part of the outside employment without County Commission approval. As a condition of outside private sector employment, the employee may not employ or supervise anyone under the employee's direct or indirect supervision within the County.
- D. Outside employment must not be the type that would reasonably give rise to complaints of conflicting interests of duties. In furtherance of this condition:
 1. County employees involved in appraisal or assessment-related assignments shall not perform any private appraisal or assessment assignments within Utah County. County employees involved in appraisal or assessment-related assignments may perform private appraisal or assessment assignments in counties other than Utah County.
 2. County building inspectors shall not perform any private inspections within unincorporated areas of Utah County.
- E. County employees who work in occupations having professional codes of ethics or standards of professional responsibility shall adhere to those requirements in the performance of their

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County duties.

- F. Department Head approval of outside employment must be forwarded to the Office of Human Resource Management.
- G. Any Utah County employee, who has a personal or business interest of any kind which gives rise to an actual or potential conflict of interest with his/her public duties must comply with Utah County Human Resource Management Policy 4-700 Ethics and Conflicts of Interest and Utah Code Annotated Section 17-16a-1, et seq.

III. References