

Secondary Employment Policy

PURPOSE

Grand Traverse County recognizes that some employees may need or want to hold additional jobs outside their employment with the County. Employees of Grand Traverse County are permitted to engage in outside work or hold other jobs, subject to certain restrictions based on reasonable business concerns.

POLICY & PROCEDURE

Employment with Grand Traverse County is considered primary and any other work or services performed shall be considered secondary and shall not result in conflict with the responsibilities of the employee to perform their County job effectively.

Grand Traverse County applies this policy consistently and is nondiscriminatory to all employees, and in compliance with all applicable employment and labor laws and regulations. The following rules for secondary employment apply to all employees notifying their supervisors or managers of their intent to engage in outside employment:

1. Work-related activities and conduct away from Grand Traverse County must not compete with, conflict with or compromise the County's interests or adversely affect job performance and the ability to fulfill all responsibilities to Grand Traverse County. Employees are prohibited from performing any services for customers of Grand Traverse County that are normally performed by Grand Traverse County. This prohibition also extends to the unauthorized use of any County tools or equipment and the unauthorized use or application of any County confidential information. Such work shall not be performed on County property, during normal working hours (unless on approved leave). In addition, employees may not solicit or conduct any outside business during work time for Grand Traverse County.
2. Grand Traverse County employees must carefully consider the demands that additional work activity will create before accepting secondary employment. Secondary employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If secondary work activity causes or contributes to job-related problems at Grand Traverse County, the employee will be asked to discontinue the outside employment, and the employee may be subject to the normal disciplinary procedures for dealing with the resulting job-related problem(s).
3. In evaluating the effect that outside work may have on an employee's job performance and other job-related responsibilities, either the employee or supervisor may request the Department Head, Human Resources Director, or County Administrator be involved. If no solution is found, the employee shall be required to resign his/her other job or leave County employment. The employee may appeal such decision through the process in place under the County's dispute resolution procedure.

Grand Traverse County Human Resource Department and the County Administrator will consider whether the proposed employment:

- May reduce the employee's efficiency in working for the County.
- Involves working for an organization that does a significant amount of business with the County, such as major contractors, suppliers and customers.
- May adversely affect the County's image.

An employee's refusal to discontinue secondary employment after being requested to do so by his or her Department Head or the Human Resource Director will result in disciplinary action up to and including termination of employment.

The County is not liable for any expenses or other liabilities arising from other employment. Departments may develop more specific policy based on a legitimate business need, and are not limited by this policy.

Note: This policy may differ for those employees who are members of recognized unions, organizations, or associations. Any questions related to the content of this policy, or its interpretation, should be directed to Human Resources.

Approved Policy 8/96, Amended 7/99, 7/2019



GRAND TRAVERSE COUNTY
HUMAN RESOURCES

400 BOARDMAN AVENUE, SUITE 309
TRAVERSE CITY, MI 49684-2577

PHONE (231) 922-4599
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Secondary Employment Acknowledgement and Approval Form

Employee Name: _____

I acknowledge that I have read the Secondary Employment policy.

Check One:

☐ I am not engaged in Secondary employment currently. I agree to comply with the provisions of the secondary employment policy and will seek approval from the agency head before engaging in secondary employment. (Please sign, date and bring to Human Resources).

☐ I am requesting permission to be engaged in Secondary Employment.

I understand the policy governing secondary employment, and my secondary employment will not have any impact on and will not create any possibility of conflict with my primary employment. I understand that permission to engage in secondary employment may be withdrawn at any time if in the opinion of my supervisor such employment hampers my job performance at Grand Traverse County.

Job Title: _____

Department: _____

Hours per week: _____

Work Schedule: _____

Please give any additional information that is pertinent to this request:

My work schedule with Grand Traverse County is from _____ a.m. to _____ p.m.

Required Signatures Employee Signature _____ Date _____

Supervisor(s) Signature _____ Date _____