

Outside Employment

Number: B-9

Revision:

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1.0 POLICY

The Town of Carolina Beach regards full time or part-time employment with the Town as the primary occupation that will take precedence over other occupational pursuits in which the employee might be involved.

2.0 PURPOSE

Because employee salaries are paid from tax generated revenues and fees, the Town regards the employees' obligations to the taxpayer as being paramount. For this reason, the employee is expected to consider employment with the Town of Carolina Beach as his primary job. In addition, the Town requires that other occupational pursuits not be in conflict with Town employment or detract from the efficiency of work performance.

3.0 SCOPE

This policy applies to all full time and part-time employees.

4.0 DEFINITIONS

- 4.1 Outside Employment - Self-employment or any employment for salaries, wages, tips, or commission other than the position held with the Town of Carolina Beach.
- 4.2 Full Time - Budgeted position where an employee works on a continuous, year round basis, in a set role with a regularly recurring work schedule, normally averaging 40 hours per week and is benefit-eligible. Some employees may work other schedules. See **Policy on Position Types**.
- 4.3 Part-Time - Budgeted position where an employee works on a continuous, year round basis, in a set role, with a regularly recurring work schedule and is benefit-eligible. See **Policy on Position Types**.

5.0 ORGANIZATIONAL RULES

- 5.1 Employees may not work in outside employment if the outside employment creates a conflict of interest as determined by the Town or if the outside employment hinders the employee's ability to perform his Town job responsibilities.
- 5.2 Employees may not use Town sick leave, health or dental insurance benefits as a result of any injury or illness arising out of, or in the course of, any outside employment.
- 5.3 Failure to seek approval for outside employment as outlined in Section 6.1 below or to maintain such employment when not approved shall be cause for corrective action up to and including termination. Inappropriate use of sick leave or health or dental insurance as a result of outside employment will result in termination of employment with the Town.

6.0 PROCEDURES

- 6.1 Prior to the commencement of the job or occupation, any employee considering outside employment shall inform, in writing, the immediate supervisor of his intention.

- 6.2 The supervisor will inform the appropriate Department Director who will review the outside employment and assure that:
 - A. The nature of the work will not create a conflict of interest with the Town position, and
 - B. The schedule or total hours worked will not conflict with the performance of the employee's duties with the Town.
- 6.3 The decision of whether or not to approve the outside employment is discretionary with the Department Director in consultation with the Human Resource Department.
- 6.4 If the Department Director is unsure if a conflict exists, he should consult the appropriate person in the Human Resources Department for assistance in making the decision.

7.0 APPENDIX/APPENDICES

- Outside Employment – Carolina Beach as Primary Employer
- Outside Employment – Part Time Employee