

**COUNTY BOARD OF HEALTH
POLICY # HR-03902
SECONDARY EMPLOYMENT POLICY**

Approval:		5/14/20
	District Health Director	Date



1.0 PURPOSE

Provide the guidelines for secondary or other employment of County Board of Health (CBOH) personnel.

2.0 AUTHORITY

The CBOH Secondary Employment Policy is published under the authority of CBOH and in compliance with rules of the State Personnel Board.

3.0 SCOPE

This policy applies to all CBOH Employees.

4.0 POLICY

Employees who receive compensation as a result of employment related activities outside of their CBOH position are required to seek approval for these activities. These activities include, but are not limited to contracting to provide services for a fee, serving as a consultant for a fee, employment by an outside organization or agency, and self-employment or providing services to the general public. In general, the CBOH is not concerned with the non-work time of employees. A CBOH employee may seek and secure employment in addition to CBOH employment, provided the other employment meets the following criteria:

- 4.1 Does not violate any Federal or State law, Rules of the State Personnel Board or CBOH policy,
- 4.2 Does not create a conflict of interest with CBOH policies, duties, or objectives.
- 4.3 Does not interfere or conflict with their ability to effectively perform assigned duties and responsibilities with the CBOH.
- 4.4 Does not exceed the FLSA work week if employed by another CBOH or state agency, if FLSA non-exempt.

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In this regard, employees' jobs with CBOH must be considered primary.

5.0 DEFINITIONS

5.1 CBOH – County Board of Health

5.2 HR – Human Resources

5.3 DHD – District Health Director

5.4 FLSA – Fair Labor Standards Act

6.0 RESPONSIBILITIES

Human Resources (HR) is responsible for issuing and updating procedures to implement this policy.

7.0 PROCEDURES

7.1 Employee completes the Request for Approval of Secondary Employment Form and delivers to Supervisor prior to beginning other employment.

7.2 Supervisor will review and forward recommendation to HR.

7.3 HR will approve recommended action and forward a copy of the completed form to the District Health Director.

7.4 HR will notify the employee in writing of the approval or denial (with reason) and place the document in the personnel file of the employee.

8.0 REVISION HISTORY

REVISION #	REVISION DATE	REVISION COMMENTS
0	May 7, 2014	Initial Issue
	November 13, 2015	Annual Review
	July 19, 2018	Annual Review
1	April 27, 2020	Annual Review and Revision 5.4, 6.2, 6.3, 6.4, and 7.0

9.0 RELATED FORMS

HR-03902A Request for Approval of Secondary Employment



DISTRICT 2 PUBLIC HEALTH

STANDARD REQUEST FOR APPROVAL OF SECONDARY EMPLOYMENT

Public Health
Prevent. Promote. Protect.

Employees are **not** authorized to begin other employment **prior** to receiving written approval.

TO BE COMPLETED BY THE EMPLOYEE REQUESTING APPROVAL

Name of Employee _____ Division _____

Organizational Unit _____ Job Title _____

Name of potential employer _____

Describe the duties, time obligations, and duration of employment. Attach additional documentation, if necessary.

Type of Employment: Temporary/Seasonal On-going Full-time Part-time

Days to be worked: No. of days _____ Weekdays Weekends No set days

Hours to be worked: No. of hours _____ Times _____

How will you be compensated? Fee Salary Expense Reimbursement

Per diem Honorarium Other _____

If this request is approved, my secondary employment will not interfere or conflict with my ability to effectively and efficiently perform the duties and responsibilities of my position with the department.

Employee's Signature

Date

TO BE COMPLETED BY APPROPRIATE SUPERVISORY OFFICIALS

- Approved
- Disapproved

Supervisor

Date

- Approved
- Disapproved

Section Director

Date

- Approved
- Disapproved

Division or Office Director

Date

Reason for Disapproval or Special Conditions:

Forward this completed form to:

District 2 Public Health, Office of Human Resources, 1280 Athens Street, Gainesville, GA 30507

A copy of the completed request form will be placed in the employee's official personnel file and forwarded to the employee and appropriate supervisory officials