



SECONDARY EMPLOYMENT POLICY

Effective Date: January 20, 2014

Owner	Human Resources
Reviewer(s)	Human Resources
Approver(s)	County Manager
Applicable Policies	Recruitment and Selection Policy, FMLA Policy
Applicable Documents	N/A
Storage Location	DCo Services Hub, DocTract
Last Review Date	07/01/2025
Next Review Date	07/01/2028
Review Cycle	Three Years

1. PURPOSE

Durham County may allow secondary employment if the employment is requested and approved in advance and it does not conflict with the employee's County job.

2. POLICY

This policy establishes guidelines for the request, and authorization to engage in secondary employment and clarifies ongoing expectations regarding employment with the County and a second employer.

3. APPLICABILITY

All County employees covered under the Personnel Ordinance, as well as those included under a Memorandum of Understanding, are subject to this policy.

4. DEFINITIONS

Conflict of Interest – Situation created when the interests or concerns (actual or potential) of an individual, may be seen as competing with the interests or concerns of the County. In addition, the individual's judgment or conduct might be affected, or might reasonably appear to be affected.

Secondary Employment – Employment that includes self-employment, contractual work, or providing services to an employer other than the County which results in compensation, profits, commissions, or other benefits.

5. PROCEDURES

A. Candidates

- The hiring official must ensure that all interviewed candidates complete the Secondary Employment Request for Candidates form and disclose any non-County employment they intend to continue if selected.



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- Completion of the Secondary Employment Request for Candidates form does not imply that the candidate has been selected for the County position or that the candidate has an employment contract.
 - The hiring official will review the Secondary Employment Request for Candidates form for the selected final candidate and assure that it does not:
 - a) Conflict with job responsibilities or affect the candidate's ability to perform satisfactorily in the County job.
 - b) Cause the candidate to arrive late for, or leave early from, any scheduled shift or work hours in the County job; or
 - c) Constitute a conflict of interest with or liability to the County.
 - The hiring official will forward the secondary employment request through the departmental chain of command up to the Department Director, who, in consultation with Human Resources, will review the request for potential conflicts of interest or liability to the County.
 - At the time of the conditional offer, Human Resources will notify the selected candidate if a conflict of interest exists.
 - The selected candidate must inform Human Resources of her/his intent to continue or terminate the secondary employment.
 - Failure to disclose secondary employment during the recruitment and selection process will result in disqualification for the respective vacancy.
 - Discovery of failure to disclose secondary employment after being hired will result in disciplinary action up to and including dismissal.
- B. Employees
- Any employee considering secondary employment must submit the Secondary Employment Request form which outlines her/his intentions to her/his supervisor prior to the beginning of the secondary job.
 - The supervisor will review the secondary employment request and assure that it does not:
 - a) Conflict with job responsibilities or affect the employee's ability to perform satisfactorily in the County job.



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b) Cause an employee to arrive late for, or leave early from, any scheduled shift or work hours in the County job; or

c) Constitute a conflict of interest with or liability to the County.

- The supervisor will forward the secondary employment request through the departmental chain of command up to the Department Director, who, in consultation with Human Resources, will review the request for potential conflicts of interest or liabilities and provide a final decision of approval or denial.
- The employee will be notified if the request has been approved or denied.
- Exempt and non-exempt employees on FMLA leave for their own serious health condition are prohibited from working for other employers during their FMLA leave.
- Any secondary employment changes (i.e. duties, hours, responsibilities) must be submitted immediately to the supervisor for review and consideration.
- Failure to seek approval for secondary employment as outlined above or to maintain secondary employment when not approved will result in disciplinary action up to and including dismissal.
- If attendance or work performance is determined to be compromised by secondary employment, approval for secondary employment may be withdrawn.

3. RESPONSIBILITY

- It is the responsibility of supervisors and managers to uniformly administer, communicate, and ensure compliance.
- It is the responsibility of the Human Resources Department to interpret, monitor, and update the policy content.
- It is all employees' responsibility to comply with policy guidelines.
- Any violation or policy misuse will result in disciplinary action up to and including dismissal.

REVISION HISTORY

Version ID	Revision Date	Author	Reason for Revision
v.1.0-2014	01-20-2014	Human Resources	Adopted
v.2.0-2025	07-01-2025	Human Resources	Reformat, Definition (applicability)