



# TOWN OF HILLSBOROUGH

## PERSONNEL POLICY

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POLICY 206

LAST REVISED 8/1/08

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### **SUBJECT: SECONDARY EMPLOYMENT**

**PURPOSE:** To establish guidelines regarding secondary employment, and to assure an employee's ability to render full service to the Town.

### **STATEMENT OF POLICY:**

Unless otherwise provided in writing, when a person accepts employment with the Town, the Town shall always be considered the employee's primary employer.

Employees should avoid situations that might affect their performance, cause their interests to conflict with the Town's or reflect negatively on the Town's integrity and reputation.

Employees may not engage in outside employment if it causes their physical or mental performance on the job to be substandard.

An employee may not use his or her workstation, Town equipment, computers or phones for the purpose of conducting business for the secondary employer.

All employees holding or considering second jobs must obtain written permission from the Department Head in order to ensure that the job will not create, interfere or cause a conflict of interest or interfere with the proper performance of their duties.

Failure to disclose secondary employment may result in disciplinary action, up to and including termination.