



Secondary Employment Policy

Policy Topic: Secondary Job
Policy Contact: Human Resources
Version: II
Effective Date: 7-24-17
Approved By: HR/Legal/City Manager

Application

The provisions in this policy apply to all full-time employees.

Statement of Policy:

The purpose of this policy is to provide a procedure governing Secondary Employment for City of Waynesboro employees. This policy is an attempt to avoid any conflict with proper performance of assigned duties and responsibilities in situations when a City employee wishes to accept employment, become self-employed or perform volunteer work in addition to the employee's City of Waynesboro position.

1. The City of Waynesboro will not prohibit an employee from engaging in secondary employment provided that:
 - a. The secondary employment does not create a conflict of interest with the employee's professional and work responsibilities with the City.
 - b. The secondary employment does not create the appearance of, or opportunity for a conflict of interest.
 - c. The secondary employment does not compromise or adversely affect, in any way, the employee's ability to perform his or her City job, including but not limited to scheduling conflicts, preparedness for work, and conflicts with other agencies or organizations with which the City works, or to which the City provides services.
2. The department head and human resources will determine if the secondary employment is compatible with the employee's job and meets all of the above listed criteria. If there is a question or dispute regarding the department head and human resources' determination, the City Manager will make a final determination.
3. If the City determines that an employee's secondary employment does not meet the above listed criteria (in section 2) at any time, the employee may be asked to terminate the secondary employment if they wish to remain employed with the City. A refusal to comply with City's request to terminate secondary employment may result in termination of employment with the City.

Interpretation and Administration

The City Manager and Human resources are responsible for the interpretation and administration of this policy and its various provisions. The City of Waynesboro has the authority to change, modify, or approve exceptions to this policy at any time without notice.

Revisions and Approvals

Date	Version	Approver	Change Description
7-24-17	II	Nichole Nicholson	Updated policy and provided further clarification around the policy's purpose and administration.