



WAYNE COUNTY POLICY STATEMENT

Title:	Outside Employment Policy		
Wayne County Policy #		Date Issued:	
Category:		Date Revised:	4/30/2013
Approved By:	Tish King, Director of Personnel / Human Resources (P/HR)		Page 1 of 4

I. PURPOSE

It is the policy of the County of Wayne that employees maintain a working environment that follows effective and ethical behavior and business dealings. To that end, this policy aligns with the County Ethics Ordinance to ensure compliance. Outside employment must be approved and disclosed annually. If any outside employment interferes with this policy and the Ethics Ordinance, it can bring discredit on Wayne County, fellow employees, other public servants and/or citizens, and will not be tolerated.

II. POLICY PROVISIONS

Wayne County employees shall not engage in any employment, activity, or enterprise that is inconsistent, incompatible, or in conflict with their duties as County employees or with the duties, functions, or responsibilities of the County department to which assigned.

No employee holding a full-time job with Wayne County shall simultaneously hold a job, with any other governmental jurisdiction or in private employment, which would have the effect of reducing the efficiency of that employee in his/her service to Wayne County. Ordinarily outside employment should not exceed twenty (20) hours per week.

Any employee who desires to simultaneously hold a full-time job with Wayne County and outside employment, including self-employment and professional services on a commission or fee basis, shall inform his/her Department Head of the extent and nature of such outside employment on P/HR Form 492.

The Department Head will determine whether or not the outside employment conflicts with the duties and responsibilities of the employee to the County and forward a copy of the form with the determination to the Department of P/Human Resources.

Employees on any type of leave of absence shall not engage in any outside employment unless otherwise authorized.

Employees must resubmit their requests for approval **annually**. The Department of P/Human Resources may inquire from time to time as to the affect such outside employment may have on an employee's efficiency and service to Wayne County.



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(a) Pursuant to Public Act 566 of 1978, MCL 15.181 et seq., a public servant, as defined in the Ethics Ordinance, shall not engage in or accept employment or render services for a private or public interest when that employment or service is incompatible or in conflict with the discharge of the public servant's official duties or when that employment may tend to impair their independence of judgment or action in the performance of official duties.

(b) For one (1) year after employment with Wayne County, an elected official shall not be hired or appointed to a compensated County position nor shall a contract be awarded to the elected official or a business in which the elected official has a substantial financial interest.

(c) A member of an appointed board or commission may not be appointed or hired to a compensated County position created by that board or commission until at least one (1) year after the completion of their term of office.

(d) A public servant shall not solicit or receive, for themselves or for a relative or domestic partner, compensation or a gratuity from a board, committee, agency, or entity if the public servant serves on or otherwise participates in the board, committee, agency, or entity on behalf of Wayne County, in any capacity, including, but not limited to, a member, director, employee or consultant.

(e) Unless he or she is a county elected officer or unless granted a waiver pursuant to subsection (f), a public servant who is on the contract managers list shall not be nor agree to become the paid employee of or independent contractor to a county business.

(f) Upon request of a public servant, the Ethics Board shall make a recommendation to approve or deny a waiver to the County Commission. If a waiver is recommended by the County Ethics Board, it may be granted by a majority vote of the County Commission, unless a greater majority is required or a waiver is prohibited by state law. If a waiver is not so recommended, a two-thirds vote of the County Commission is required to grant a waiver.

(g) A waiver from the contemporaneous employment prohibition (Section 4.2(e)) may be grant upon written determination that:

1. The contemporaneous employment or financial interest of the public servant has been publicly disclosed;
 2. The public servant will be able to perform their employment duties without actual or apparent bias or favoritism; and
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3. The waiver will be in the best interests of the County.

III. ENFORCEMENT

The Outside Employment Policy applies to all employees of Wayne County.

The Department of P/Human Resources is responsible for the development, revision, communication, and enforcement of this policy, as prescribed by Wayne County Ordinance. The Department of P/Human Resources will assist the Ethics Board in the interpretation and monitoring of adherence to this policy.

Violation of this policy may result in remedial action ranging from verbal to written discipline, suspension from work without pay, to immediate termination.

IV. DISCLAIMER

If in direct conflict with other internal or departmental policy, this policy will be considered to be the overriding policy unless otherwise directed by the Director of P/Human Resources or his/her designee.

In the event that any provision of these policies is in conflict with the terms and conditions of existing collective bargaining agreements (CBA), the terms and conditions of the agreements shall take precedence. On those topics where the CBA is silent, the provisions of these policies shall apply.

V. RELATED DOCUMENTS

- a. Civil Service Rules and Regulations
 - b. Collective Bargaining Agreements
 - c. Wayne County Charter
 - d. Ordinance – Ethics No. 2012-209
 - e. Ethics Acknowledgement
 - f. Public Act 566 of 1978, MCL 15.181 et seq
 - g. Work Rules
 - h. Code of Conduct Policy
 - i. Wayne County Employee Handbook
 - j. Form 492 - Report of Outside Employment – Annual Request Form
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k. Annual Conflict of Interest Disclosure

[illegible]