

OTHER EMPLOYMENT ("MOONLIGHTING")

Accepting employment during your off-duty hours in addition to your County work is not encouraged, but is not prohibited. You are reminded, however, that your County job is primary and the outside job should not interfere or conflict with your County work and interests. Outside employment must be approved by your Director. Disapproval may be appealed through the grievance procedure.

EMPLOYMENT OF RELATIVES

Approval will not be granted for the employment, promotion, or transfer of an immediate family member, or an employee or other relative of the employee's household, to a position where a relative will be directly supervising or influencing the activities of that employee.

SOLICITATION

Employees, salespeople, canvassers, and other persons not employed by the County are not allowed to conduct business or solicit contributions or memberships during the employees' work time or in the work area.

PERSONAL USE OF COUNTY PROPERTY PROHIBITED

Employees are expected to handle County equipment and supplies with reasonable care and to observe proper safety precautions. Personal use of County vehicles, computers, telephone, cell phones, tools, stationary, postage, equipment and the SUNCOM system for personal telephone calls is not permitted and may result in discharge, prosecution, or both, or other disciplinary action.

PERSONAL BUSINESS

Employees may not use a County work location as a personal mailing address. Personal business should not be conducted at work.

PERSONNEL RECORDS

You are responsible for providing Personnel with information on change of your name, address, phone number, number of dependents, or any other personal data. Updated information is necessary for proper processing of social security deductions, health benefit records, and retirement information.

Employees may inspect their personnel file at any time. You are entitled to obtain copies of any document placed in your personnel file. Because we are a public agency, your personnel file may be inspected by the public at any time.