

Policy No. 2.06 **Secondary Employment**
Date of Issuance: **May 17, 2012**
Revision Date: **August 15, 2024**

Secondary employment is defined as any paid employment performed by an employee in addition to their job with the Town.

1. Secondary Employment

- A. Department Heads and Salaried employees, to include Town Administrator, Town Clerk, Town Finance Director/Treasurer, Director of Public Works, Fire Chief, Chief of Police, Zoning Administrator, and Librarian, shall not engage in any other remunerative employment without written permission of the Town Board. The Town Board may approve such outside employment requests, if it finds that the outside employment does not interfere or conflict with such ability of the employee to perform his or her duties, in an efficient and unbiased manner. The Town reserves the right to prescribe conditions and limitations, on secondary employment, to avoid conflicts of interest or unfitness for duty.

- B. Other Full-Time Employees may be able to work for another employer outside of their normal work hours, so long as this secondary employment does not interfere with their ability to perform duties required of them by the Town. All outside employment, including self-employment, must be approved in writing by the employee's supervisor and documented in the employee's personnel file before the outside employment begins. The Town reserves the right to prescribe conditions and limitations, on secondary employment, to avoid conflicts of interest or unfitness for duty.

- C. Part-Time Employees will be able to work for another employer outside of their normal work hours, so long as this secondary employment does not interfere with their ability to perform duties required of them by the Town. If, in the opinion of the department head, the outside employment is interfering with the employee's duties, the employee will be asked to resign from one place of employment. Continued unauthorized outside employment will result in dismissal.