
 Town of Swansboro	Personnel Policy		Conditions of Employment Outside Employment	
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	Supersedes:		Approved By: 	

ARTICLE V. CONDITIONS OF EMPLOYMENT

Section 3. Outside Employment

The work of the Town shall have precedence over other occupational interests of employees. The Town Manager will review such employment for possible conflict of interest and then submit a record of the employment and review to the personnel file. Conflicting or unreported outside employment is grounds for disciplinary action up to and including dismissal.

Examples of conflicts of interest in outside employment *include but are not limited to:*

- a) ownership or employment with organizations or in capacities that are regulated by the employee or employee's department; or
- b) ownership or employment with organizations or in capacities that negatively impact the employee's perceived integrity, neutrality, or reputation related to performance of the employee's Town duties (such as working for a company where significant Town purchases are ordered by the employee).

The Town requires that employees report outside employment in advance to the employee's supervisor. The supervisor would review such employment for possible conflict of interest and then submit a record of the employment and review to the personnel file. Documentation of the approval of outside employment would be placed in the employee's personnel file.

This section does not apply to volunteers performing work for the Town, nor to volunteer activities of employees. Town employees who receive stipends for volunteer work in the fire department and/or other Town departments, will not receive Town benefits while working as a volunteer. (8/9/13)

Off the job injuries: An employee who sustains an injury or illness in connection with outside employment and is receiving Workers' Compensation from that employer shall not be entitled to receive Town Workers Compensation benefits or use accrued Town sick leave.

In cases where that off the Town job employment-related injury or illness results in temporary disability, an employee must either

- a) request and obtain a leave of absence without pay;
- b) request and use accrued vacation leave; or
- c) be subject to termination by the Town due to lack of availability for work, following a three month absence.