



EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

Holding Second Jobs or Operating Businesses

Adopted Date: August 8, 2000

I. Application and Purpose

- A. This policy applies to all regular and temporary, full-time and part-time employees of departments that answer to Commissioners' Court, including department heads. Its intent is to avoid conflict of interest by requiring disclosure of second jobs or outside business operations. It does not apply to independent contractors.
- B. The County Commissioners' Court, in adopting this policy, does not intend to limit the opportunity of employees to earn outside income so long as this pursuit does not adversely affect the employees' job performance nor constitute conflict of interest or appearance thereof.
- C. This policy shall apply to:
 - 1. Any and all work for pay or other tangible compensation, including work for political campaigns and non-profit organizations, except for income of less than \$100 during a six month period.
 - 2. Businesses owned or operated by the employee.
 - 3. Consulting services.

II. Restrictions on Jobs and Conduct of Business

- A. While employed by the county, employees shall not accept jobs or conduct personal business that constitutes conflict of interest or perceived conflict of interest.
- B. Conflict of interest for this purpose shall be defined as follows:
 - 1. If the second job involves employment with a business, agency, person or organization sells goods or services to, or contracts with, El Paso County; and,
 - 2. The person's work with the county involves in any way overseeing, reviewing, receiving, approving, or otherwise influencing decisions that might benefit the business.
- C. Any County employee holding a second job or operating a business may not use county office equipment, including telephones, to conduct the business.
- D. Any County employee holding a second job or operating a business may not conduct the job or business while at work or otherwise on duty with the county.
- E. A County employee may not use a County position, title, or office to influence obtaining an outside job, nor to secure or conduct business.

III. Examples Illustrating Intent of Policy:

- A. County employee works on evenings and weekends, keeping financial books on the weekends for a vendor that supplies goods to the county. If the employee works in a department that makes decisions or oversees the ordering, receipt, or payment of the goods, there may be a conflict of interest or a perception therefore.
- B. A County employee works off-hours in a personal business as a consultant for not-for-profit organizations. The employee's County duties involve working closely with certain non-profit organizations that contract with the county. In this case, the employee should not solicit work from those not-for-profit organizations that contract with the County. Should an organization with which the employee serves as a consultant seek a contract with the County, the employee would be expected to sever business ties with the organization. In some instances, the employee might seek reassignment in a role that did not involve contact with or decisions concerning the organization with which she or he consults. The County is not obligated, however, to alter a job assignment for the convenience of the employee.
- C. Any employee who uses her or his job assignment or position in seeking part-time work or securing business from a firm or organization that provides goods or services to or receives funds from the County. The employee in this example would violate the policy.