



# Medina County Policy Manual



<b>Policy: Outside Employment</b>		<b>Section: Work Rules</b>	<b>Number: 7.050</b>
<b>Issued: 09/17/07</b>	<b>Reviewed/Revised: 11/12/2013</b>		<b>Page #: 1 of 2</b>

Previous Res. 07-900

- A. Medina County does not oppose employees engaging in outside employment. However, each full-time County employee should consider the Board of Medina County Commissioners as their primary employer. Outside employment shall not interfere with the employee's County duties, involve a potential or real conflict of interest, or in any way compromise the integrity or credibility of the Medina County government in the community.
  
- B. Medina County employees should avoid:
  - 1. Outside employment with an entity that conducts business with the County;
  - 2. Outside employment which cannot be accomplished outside of the employee's normal working hours or is otherwise incompatible with the performance of the employee's duties;
  - 3. Performance of work for any governmental entity within the State of Ohio without the written consent of both employers;
  - 4. Outside employment which exploits official position or confidential information acquired in the performance of official duties for personal gain;
  - 5. Outside employment which the public may view as work on behalf of Medina County.
  
- C. Due to the importance of the public's perception of the Medina County government, all employees who engage in outside employment should disclose such work to their supervisor/director if they perceive any of the above issues are, or may be, compromised.
  
- D. Outside employment is subject to review for conformance to this policy. Employees engaged in outside employment determined not to be in conformance may be required to cease such employment.

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E. County employees are encouraged to engage in volunteer activities, especially activities to improve community life. However, employees should evaluate their volunteer activities in the same manner as outside employment to identify any potential conflict with the employee's County position and discuss these potential conflicts with their supervisor on an individual basis. Employees should declare volunteer activities only if the employee believes there is some reason for concern consistent with the spirit of this policy.