

GP – 4: Outside or Secondary Employment

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1. Fairfield County considers all employees to be engaged in a primary employment relationship with the county. Any additional/outside employment by employees is considered secondary employment.
2. The employee must request permission for secondary employment in writing to his department head. The department head will then forward the request to the County Administrator along with a recommendation for approval or denial after taking into consideration whether he feels that such employment would be in conflict with or detrimental to the employee's work for Fairfield County.
3. A written approval or denial will be given to the employee and a copy will be placed in the employee's personnel file
4. Approved requests may be reviewed at any time at the discretion of the department head or the County Administrator or designee and approval may be withdrawn.