



PERSONNEL POLICY

SUBJECT: OUTSIDE EMPLOYMENT

DATE: TBD, 2024

Number: 320-16

I. Statement of the Policy

Fulton County respects each employee's right to engage in activities outside of employment that are of a personal or private nature. Fulton County also understands that employees may want or need to hold additional jobs outside of their employment with Fulton County. Therefore, it is the policy of Fulton County to permit employees to engage in outside employment and hold other jobs provided that work-related activities do not create an actual or perceived conflict of interest, as defined in the Fulton County Code of Ethics. Employees that engage in outside employment that creates an actual or perceived conflict of interest shall be subject to appropriate disciplinary action, up to and including termination of employment, and may face sanctions as determined by the Fulton County Board of Ethics. In addition, Fulton County expects that any outside employment and related activities will be secondary to the employee's job duties for Fulton County and that no employee shall engage in outside employment activities during their normal work hours for Fulton County.

II. Factual Findings

The purpose of this policy is to prevent actual or perceived conflicts of interest between an employee's official duties and any outside employment. Specifically, the following facts exist:

- (1) Both the Georgia Constitution and state law recognize the principle that persons in government service should avoid conflicts of interest;
- (2) The Fulton County Code of Ethics requires officers and employees to avoid conflicts of interest and the appearance thereof; and
- (3) The disclosure of outside employment serves as a safeguard from the inadvertent engagement in activities that may be considered a conflict of interest, thereby protecting the reputation of Fulton County, its employees and officials, and the integrity of their actions.

III. Establishment and Implementation of Procedure

These policies do not create a contract of employment. Employment for non-classified employees remains "at will".

The County Manager, in consultation with the Chief Human Resources Officer and the County Attorney, is authorized to establish and modify, as needed, a procedure for implementing this policy.

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