

Outside Employment

Full-Time Employees may hold outside jobs as long as they receive prior written approval from the County Administrator to meet the performance standards of their job. All employees will be judged by the same performance standards and will be subject to the county's scheduling demands, regardless of any outside work requirements.

If the County Administrator determines that an employee's outside work interferes with performance or the ability to meet the requirements of Cook County as they are modified from time to time, the employee may be required to terminate the outside employment if he or she wishes to remain with Cook County.

Outside employment that constitutes a conflict of interest is prohibited.

Employees may not receive any income or material gain from outside individuals and entities for materials produced or services rendered while performing their county jobs.

Additionally, while on leave of absence, including but not limited to leave under the FMLA, an employee is prohibited from engaging in outside work for compensation and prohibited from providing physical labor to operate any type of business enterprise for profit. This prohibition shall not apply to ordered military service. Compensatory time leave and vacation leave shall not be considered a "leave of absence" under this policy.