



Charles County Department of Emergency Services  
**STANDARD OPERATING PROCEDURES**

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**Section 101 - Human Resources**

Human Resources - 101.00		
S.O.P. # 101.03	<b>Secondary Employment and Volunteerism</b>	PAGE: 1 OF 2
EFFECTIVE: 01/2001	Authorized: John Filer, Chief	
REVISED: 09/2016	Authorized: William Stephens, Director	

**101.03.01 Purpose**

To establish procedures for obtaining authorization for secondary employment. This SOP also acknowledges volunteering.

**101.03.02 Policy**

Secondary employment or volunteer work is not allowed when it may conflict with availability for assigned work, impairs an employee’s performance, or where there is a real, potential, or perceived conflict of interest between the employee’s work with the County and outside work activities This policy references Chapter 13 - Secondary Employment & Volunteerism of the Charles County Government Personnel Policy & Procedure Manual.

**101.03.03 Procedure**

1. An employee who wishes to accept outside work assignments in any paid full-time, part-time, volunteer Fire-EMS or freelance capacity must annually submit a Secondary Employment Request Form for review and approval through the Department Head to the county Administrator including the employer’s name, a description of proposed work activities and the anticipated work schedule. This policy will be administered in accordance with the disciplinary Action policy (see Chapter 10). Approved records of outside employment will be maintained in the employee’s personnel files.
2. The County Administrator may approve, approve with conditions, or deny the request. Such requests may be referred by the County Administrator or the employee to the Charles County Ethics Commission for review, as prescribed by the County Code of Ethics (Chapter 170, Charles County Code), to ensure that a violation of the Code will not arise.
3. Full-time employees may freely and solely at their own option work in another position of part-time capacity for the Charles County Government on an occasional and sporadic basis so long as the part-time employment is in a different capacity as the employee’s primary job. Occasional or sporadic means infrequent, irregular, or occurring in



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scattered instances. In these instances, the total hours worked will not be combined to determine any overtime compensation due on the regular, primary job. Requests from full-time employees to work in another position of employment with the Charles County

Government will be considered secondary employment and will follow this policy. If there is a question or concern regarding what is considered either "occasional or sporadic" or a "different capacity," those questions may be referred to the director of Human Resources for a final determination.

- 4. Exception:** Where the County, in its sole and absolute discretion, determines that an emergency situation or critical need exists, it will allow employees to fill another county position in a part-time capacity. The County Administrator will be responsible for making such a determination. In these instances, employees who work part-time in a capacity which is different from their full-time position will be paid overtime at a rate not less than one and one-half times the hourly non-overtime rate established for the type of work he/she is performing during the overtime hours. Employees who work part-time in a capacity which is similar to their full-time duties will be paid overtime at a rate not less than one and one-half times the hourly rate established for their full-time position.

Full-time employment with Charles County Government shall be the employee's primary employment. An employee may not work secondary employment without written approval while on sick leave, leave without pay, leave of absence, or while out on Family Medical Leave. The employee will submit a written request through the Department Head seeking the County Administrator's approval.

- 5. Volunteerism:** The County recognized the generosity and benefits of volunteering. As such, the county applauds such activity. However, employees should be aware of the County's Ethics Laws, as set forth in Chapter 170 of the County Code, which may, under certain circumstances, prohibit or limit the service of some volunteer activities.

Employees may freely and solely at their own option take advantage of volunteer activities within County government. Notwithstanding the above, an employee may not volunteer to provide the same services, within County government, for which the individual is employed.