

MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

SECONDARY EMPLOYMENT

POLICY NO.	2.12	EFFECTIVE:	01/02/2024
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- A. County employees shall notify the Department head or County Administrator in writing prior to accepting employment outside of their regular County employment. The request shall be sent to the County Administrator for written approval.
- B. Madison County considers it to be the primary employer for its full-time employees. As such, conflicts with other workplaces will not be given priority consideration in scheduling work hours or leave time requests.
- C. County employees shall not engage in secondary (outside) employment during regularly scheduled work hours, while at the County's facilities or when using the County's supplies, equipment, materials or personnel. This employment must not in any way, shape or form interfere with the performance of one's job or one's conduct or responsibilities to the County.
- D. County employees shall not engage in any employment, activity or enterprise, which has been or may be determined to be inconsistent, incompatible, in conflict of interest with or have the appearance of conflict of interest with the duties, functions or responsibilities of County employment nor for a period greater than 30 hours per week, regardless.
- E. Employees found in violation of this policy may be subject to disciplinary action up to and including dismissal.