

COUNTY OF PRINCE GEORGE PERSONNEL POLICIES Prince George, Virginia	POLICY NUMBER: 19.1	Page 1 of 1
	SUPERSEDES: January 1, 2006	DATE ISSUED: September 26, 2023
SUBJECT: Outside Employment	AUTHORIZATION: Adopted by the Board of Supervisors September 26, 2023; to become effective September 26, 2023	

19.1 Outside Employment

An employee shall not engage in any type of outside employment, either incidental, occasional or otherwise, where County equipment or material is used. This does not apply to law enforcement officers working approved off-duty assignments. No outside employment may be performed during an employee's work hours.

An employee may engage in outside employment provided that the employment does not create a conflict of interest and does not interfere with the employee's ability to do his or her job for the County. Employees shall not engage in any employment, activity or enterprise which is inconsistent, incompatible or in conflict with duties, functions or responsibilities of their county employment.

Employees who engage in outside employment are expected to perform all of the functions and responsibilities of their position with Prince George County and to be available to work as required by Prince George County.

While engaged in outside employment, employees are prohibited from:

- Accepting anything of value for performing, or refraining from performing, an official job-related act; or accepting anything of value in order to assist another person in obtaining a county job, promotion, or contract.
- Using information obtained in connection with county employment in order to obtain financial gain for the employee or others;
- Accepting anything that might tend to influence the manner of performance of county employment or that might be intended to influence the manner in which a county employee performs his or her job;
- Having a personal interest in any contract with the county;
- Participating in matters related to their employment in which the interests of the county employee, or the interests of the county employee's family members or business associates, might be affected.