
Secondary Employment

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Resolution No. C-111/88; C72/90
552/99

Lead Role: Chief Commissioner

Replaces: 20-00-018

Last Review Date: November 30, 2006

Next Review Date: 11/2009

Administrative Responsibility: Human Resources

Policy Statement

Strathcona County Council believes the first employment commitment of an employee is to the primary employer.

Guidelines

1. As a general rule, no employee may engage in secondary employment, including self-employment, or a business undertaking as an employee or shareholder where the outside employment:
 - (a) interferes with, influences or affects the performance of duties in the County employment.
 - (b) provides an advantage derived from County employment.
 - (c) is in conflict or competition with the function in which the individual is employed by the County.
 - (d) is performed in such a way as to appear to be an official act, or to represent a County opinion.
 - (e) involves performance of work which must be inspected or approved by another County employee where a conflict of interest or preferential treatment may exist.
 - (f) directly results in any matter contributing to a proposal or contract which may require County consideration or approval whether of a financial nature or otherwise.

2. All County employees who engage in secondary employment shall:
 - (a) make it known to the secondary employer that service is provided on a personal basis only and is in no way authorized, endorsed or supported by the County.
 - (b) conduct themselves in such a manner that there will be no ethical or legal conflict of interest.
 - (c) disclose to their manager any secondary employment, business, commercial or financial interest which may give rise to a reasonable apprehension of conflict or bias in connection with the exercise of their official duties, and shall maintain such information current during their period of employment.