

A. OUTSIDE EMPLOYMENT:

1. A regular employee shall not engage in outside employment which is not compatible with the full and proper discharge of the duties and responsibilities of their Judicial employment or which impairs the employee's capacity to perform their duties and responsibilities in an acceptable manner as determined by their Division Head.
2. Permission to perform outside employment shall require prior written approval of the Division Head and Presiding Judge. Any employee desiring to engage in outside employment shall provide written information to the Division Head concerning these duties and the hours of employment. It is the responsibility of the employee to report any change in the status of outside employment to the Division Head.
3. It shall be the responsibility of each Division Head to maintain records on approvals, to periodically review them to insure that they are current and not in conflict with the employee's job requirements and to retain the form in the employee's Divisional Personnel file with a duplicate copy to the employee.
4. A regular employee may be granted approval for outside employment, if:
 - a. Such outside employment has no actual or potential conflict between it and the employee's official duties;
 - b. The outside employment does not require an amount of time or effort which shall prevent the rendering of good service to the Superior Court;
 - c. The outside employment does not prevent the employee from performing overtime, on-call or call-back work when requested to do so.
5. Any employee on EIB leave or Workers' Compensation shall not work at outside employment unless:
 - a. Written approval has been obtained from the Division Director; and
 - b. The employee has a valid medical statement that the approved outside employment shall in no way interfere with normal convalescence or prolong the employee's absence from Judicial service.
6. Any injury occurring during outside employment must be reported to and recorded by the Division Head.
7. If an outside position is determined to interfere with the position held by an

employee, the employee shall be required to give up one or the other job.

B. SECOND JUDICIAL POSITION:

1. An exempt or non-exempt employee may hold a second position (in addition to their regular position) if the second position does not interfere with the regular position i.e. deficient performance in first position; occurrence of overtime in first position. The Division Head may require discontinuance of second employment if such second employment is determined to interfere with the regular position.
2. An employee desiring second employment in the Judicial service must request and obtain advance written approval of the Division Head and Presiding Judge.
3. Pay for a second position held by a non-exempt employee in a division other than their regular employment, shall be at time and one-half (1.5) the hourly rate of the regular position for hours worked hourly over forty (40) hours in a work week. Calculation of overtime amounts due shall be accomplished in accordance with the provisions of the FLSA.
4. An employee (classified or unclassified) shall not receive dual compensation by the holding of more than one job with the Court. Employees shall be required to use PTO leave or leave without pay for work performed in a second position if the work of the second position is performed during the normal work hours of the regular position unless otherwise provided by statute.