

OUTSIDE EMPLOYMENT

DEFINITION

Outside employment is defined as any compensated work performed by a County employee in addition to their official County duties that may create, or appear to create, a conflict of interest as outlined in the County's Policy for Standards of Professional Conduct # 2005-4-23-

Amendment #1. Outside employment is required to be reported when it has the potential to result in such a conflict of interest.

The following criteria will apply to outside employment:

- A. Such employment shall not interfere with the efficient performance of the employees' duties.
- B. Such employment shall not involve a conflict of interest or conflict with the employee's duties.
- C. Such employment shall not involve the performance of duties which the employee should perform as part of his/her employment with the County.
- D. Such employment shall not occur during the employee's regular or assigned working hours unless the employee is on either vacation, compensatory leave, or leave without pay.
- E. This includes any external work or financial interest in which the employee or an immediate family member has a direct or indirect involvement that could interfere with the employee's responsibilities to Rockdale County.
- F. Any employee accepting outside employment under the terms of this policy shall arrange with the outside employer to be relieved from his/her outside duties if and when called for emergency service by the County.

PROCEDURE

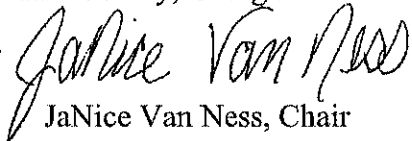
- A. Employees are responsible for submitting a written application on the approved form to obtain approval only if the outside employment could be perceived as a conflict of interest or may interfere with the employee's official duties and responsibilities with the County.

All Directors and Department Heads under the Board of Commissioners are required to disclose all outside employment by submitting a written application on the approved form for review and approval.

- B. Outside employment may be denied if the employee's request does not meet the criteria above and proper procedure is not followed.

Board of Commissioners

Rockdale County, Georgia

By: 
JaNice Van Ness, Chair

Attest:

By:



Jennifer Rutledge, County Clerk

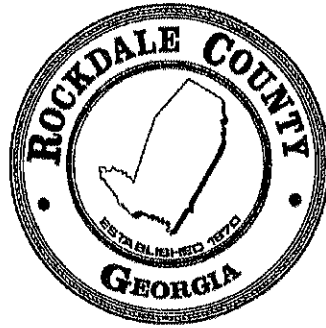
Approved this 13 day of January, 2026

BOARD OF COMMISSIONERS

JaNice Van Ness, Chair & CEO

Tuwanya C. Smith, Commissioner Post I

Dr. Doreen Williams, Commissioner Post II



TELEPHONE: 770-278-7001

FACSIMILE: 770-278-8900

**Rockdale County
OUTSIDE EMPLOYMENT REQUEST/AUTHORIZATION FORM**

Employees are expected to follow the laws of the State of Georgia and the policies and ordinances of the County. Additionally, since County employment is a position of public trust, certain activities are specifically prohibited. County employees should avoid outside employment which might lead to a conflict of interest or have a negative impact on the performance of his/her county functions.

The Outside Employment Request/Authorization Form must be completed prior to accepting employment with Rockdale County, or if you are already an employee, prior to accepting outside employment.

EMPLOYEE NAME: _____ DATE: _____

DEPARTMENT: _____

JOB TITLE: _____

Start Date of Outside Employment: _____ Supervisor Name: _____

Type of Business: ☐ Retail ☐ Professional ☐ Entrepreneur ☐ Government ☐ Other: _____

Name of Employer: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Describe Work to Be Performed for Outside Employer: _____

Is outside work similar to your current role? _____

Are you your spouse or any relative, an owner or employee of this business? ☐ Yes ☐ No

I acknowledge that the above listed outside employment will remain in compliance with the Rockdale County Personnel Policy. Any violation of this policy will be subject to disciplinary actions up to termination of employment.

EMPLOYEE SIGNATURE

DATE

☐ Approved

☐ Denied

SIGNATURE OF DEPARTMENT SUPERVISOR/DIRECTOR

☐ Approved

☐ Denied

SIGNATURE OF Human Resource Director

Board of Commissioners
Agenda Item Transmittal Form
Policy Transmittal Form



Policy Amendments and Policy Introductions

County Clerk Use Only
Policy #:

Type of Request:

Submission Information:

Contact Name:

Carol Cummings-Fambrough
Human Resource Generalist

Department:

Human Resources

Information:

Rockdale County Policies

Notes and Comments:

Amendments to Policy

- #2018-4-22 : Drug and Alcohol Use Policy
- #2025-4-51 : Outside Employment

New Policies

- Service Animal Policy (Under the Americans with Disabilities Act)