

County of Gloucester
Human Resources Manual

CHAPTER:	9 – GENERAL RULES AND REGULATIONS	ADOPTED: 3/7/06
SECTION:	7 – OUTSIDE EMPLOYMENT	REVISED: 5/22/24

Most employees are permitted to seek jobs outside of County employment if:

- 1) they maintain the County as their primary employer; and
- 2) such employment does not impede the performance of their duties or create a conflict of interest and/or appearance of impropriety with their position with the County.

Executive Management is not permitted to hold outside employment, unless approval is given by County Administrator and does not conflict with their County employment. Executive Management is generally defined as the highest level of county management with the day-to-day responsibilities of managing a department and/or holding specific executive powers conferred onto them with and by authority of the Gloucester County Board of County Commissioners.

For other management personnel, permission by the County Administrator must be granted before outside employment may be held. Any change in outside employment must be reported to the County Administrator and additional permission sought for each position. An employee's ability to continue outside employment may be affected by a change in his/her employment duties and/or responsibilities with his/her County employment. Other management personnel is defined as non-union management personnel with a specialized understanding of certain managerial tasks and with responsibility for carrying out the decisions made by Executive Management.

Law Enforcement employees (this includes employees of the Department of Correctional Services, Sheriff's Office and Prosecutor's Office) should refer to their respective appointing authority for direction and approval.