

Outside Employment and Volunteer Activities

Policy Number: 2024-0004
Issue Date: 09-19-2024

POLICY

King County employees are responsible for meeting the job expectations and work requirements of their positions. At the same time, King County recognizes that individuals and the County benefit from employee involvement with and in support of outside organizations. An employee may engage in outside employment, or volunteer activities, provided that they are not detrimental to the employee's job performance or in conflict with the employee's official duties. If the outside employment or volunteer activities create an actual or an appearance of a conflict of interest, or will occur during an employee's regular work schedule, the employee must obtain prior written approval from their supervisor.

POLICY APPLICABILITY

The county's *Outside Employment and Volunteer Activities* policy applies to all employees in the executive branch departments, offices, and divisions, including the Assessor's Office and King County Elections. This includes all career service, provisional, temporary, probationary, and appointed employees. Departments, such as the Department of Adult and Juvenile Detention, the Assessor's Office, and the King County Sheriff's Office, may have additional rules or requirements due to the nature of their work. In the event any provision of this policy conflicts with an applicable provision of a collective bargaining agreement, the latter shall prevail.

DEFINITIONS

"*Outside Employment*" means an employee working in any paid capacity beyond their county employment, which also includes self-employment, working as a consultant or independent contractor, ownership interest in corporations, Limited Liability Corporations (LLC) or partnership, or sole proprietorship status.

"*Volunteer Activities*" means an employee participating in any non-paid capacity for a non-profit, for-profit, or religious organization.

"*Conflict of Interest*" means a conflict between a person's private interests and their responsibilities as a county employee.

RESPONSIBILITIES

Employees shall request advance approval from their supervisor for outside employment or volunteer activities that:

- create an actual or an appearance of a conflict of interest; or
- will occur during an employee's regular work schedule.

Employees will use the [Request for Approval of Outside Employment and Volunteer Activities Form](#) for this purpose. Generally, any outside employment or volunteer activities shall not conflict with the employee's regular work schedule. If this is not possible, the employee will notify their supervisor and obtain prior written approval for paid or unpaid leave to conduct the outside employment or volunteer activities.

The supervisor shall review the request based on the considerations below and notify the employee in a timely manner whether the request is approved or denied via the completed form. Employees are prohibited from outside employment or volunteer activities that:

- prevent them from completing the responsibilities of their county position;
- create a conflict of interest;
- violate the King County Code of Ethics; or
- violate local, state, and/or federal laws or rules.

The following applies to employees engaged in outside employment or volunteer activities, with or without formal approval:

- Employees directed to report to work or to work mandatory overtime shall do so regardless of their outside employment and volunteer activities.
- County uniforms, identification, or property shall not be used for outside employment or volunteer activities without prior written approval from their Department Director.
- Employees will not engage in outside employment or volunteer activities when they are on sick leave, disability, FMLA, KCFML, Workers' Compensation, Paid Parental Leave, or Paid Administrative Leave without prior written approval from their department Human Resources Manager.

Employees may volunteer consistent with the [De Minimis Use of County Resources for Charitable Organization Fundraising](#) policy or use up to three (3) days per year of sick leave to volunteer consistent with [King County Code 3.12.225](#) without submitting the *Request for Approval of Outside Employment and Volunteer Activities Form*.

Any employee found to have failed to properly carry out the responsibilities outlined above shall be subject to appropriate corrective action, up to and including termination.

QUESTIONS

Refer questions or comments to your department's [Human Resources Manager](#) or the Department of Human Resources.