



ADMINISTRATIVE REGULATION

Effective Date: September 14, 1993

Administrative Regulation: 1-29

Revision Date: May 20, 2019

Supersedes: September 14, 1993

Approved By: William H. Ashton II

Subject: **Conflict of Interest and Outside Employment**

I. Purpose

The purpose of this administrative regulation is to establish the conflict of interest policy.

II. Approval Required for Outside Employment or Business Affiliation

It is mandatory for an employee to obtain written permission from the town manager before accepting employment outside of the town or entering into another business affiliation or operation involving a proprietary interest. The "employee request for outside employment" form that accompanies this regulation must be completed and submitted to the town manager's office, after department head approval. The town manager will make the determination if the request will be granted and will forward the form to human resources for employee notification and filing into the employee's file.

All requests for outside employment or other business affiliation are valid for one year from the date of approval or denial; a new request form must be submitted after one year. A new request form must also be submitted any time the outside employment or other business affiliation changes in any manner.

Employees engaged in approved outside employment or other business affiliation will conduct town business without any conflicts or interruptions and will not cast a negative reflection on the town.

III. Criteria for Outside Employment

The town manager will determine if there is a substantial probability the requested outside employment or other business affiliation will be detrimental or will interfere with the satisfactory performance of the employee's duties with the town. This will decide the criteria for granting approval.

Approval will not be granted to employee requests for outside employment or other business affiliation as per, but not limited to the following circumstances:

- a. employment by a person, organization or other business affiliation that conducts
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- business with the town, including but not limited to contractual associations, rezoning applications, site plan approvals, subdivision approvals or any other transactions, excluding tax payments and obtaining business licenses within the town.
- b. outside employment or other business affiliation that could benefit from town information not available to the general public, but accessible to the employee requesting outside employment or other business affiliation.
 - c. outside employment or other business affiliation that restricts or interferes with the requesting employee's town work schedule or essential personnel coverage.
 - d. outside employment or other business affiliation will not be granted if it is conducted during town scheduled working hours.



William H. Ashton II
Town Manager