



# POLICY AND PROCEDURES

**NUMBER:** 118

**SUBJECT:** Secondary Employment and Continuing Education

**ACA STANDARDS:** 4-ALDF-7B-17

**ACTING DIRECTOR:** *Julia Childrey*

**EFFECTIVE DATE:** 10/1/81

**REVISION DATE:** 12/3/84,  
9/97, 12/99, 5/05, 11/13, 12/18

## I. POLICY

The St. Louis County Department of Justice Services shall encourage continuing education and permit secondary employment for all staff, within specific guidelines that protect the integrity and professionalism of the Department and ensure that the orderly operation of the Justice Center is not compromised.

## II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' staff are responsible for the following procedures.

## III. PROCEDURE

### A. Secondary Employment

1. Prior to engaging in secondary employment, the employee shall obtain a Request for Secondary Employment from the Watch Commander or Personnel Specialist (See Attachment 1) and submit the completed form to his/her immediate supervisor, indicating:
  - a. The secondary employer.
  - b. The number of hours and shifts involved.
  - c. The specific nature of the job.

2. The employee's supervisor will relay this information to the Division Superintendent and Administration to assess potential conflicts of interest.
3. Final approval/disapproval shall be determined by the Division Superintendent, and issued in writing, describing any reasons and/or stipulations affecting the decision. (See Attachment 2)
4. The statement authorizing approval/disapproval shall be copied and distributed to the employee, the Department personnel file and the county personnel file.
5. If an employee believes that the request for secondary employment has been disapproved for reasons that are inaccurate or biased against him/her, he/she shall have the right of appeal through the grievance procedure, as established by the Civil Service Commission Rule XX, Section C.
6. When accepting secondary employment, the employee shall not allow the outside position to interfere in any way with his/her performance while on duty with the Department or cause disrepute or embarrassment to the Department.
7. If an injury or illness is incurred as a result of the secondary employment, the employee shall not be eligible for disability pay or sick leave through the county benefits program.

B. Continuing Education

1. Employees of St. Louis County are encouraged to participate in continuing education classes and programs that will improve the operations and quality of services within the Department of Justice Services.
2. Prior to enrolling in classes, the employee shall notify his/her supervisor, to ensure that there is no conflict of interest and/or scheduling.
3. The Department will make every reasonable effort to assign an employee to a shift that will enable him/her to attend classes. If possible, changes in assignments will not be made in mid-semester, if the change will affect the employee's ability to attend classes.

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