
**Ocean City Fire Department
Standard Operating Guidelines**

General Policies

Subject: Secondary Employment
Created: 07/08/2022
Effective: 08/01/2022
Approved: 07/20/2022

Section: 203.00

203.01 Purpose

To outline the basic parameters of secondary employment for full-time Career members of the Ocean City Fire Department.

203.02 Policy

The work of the Town of Ocean City and the Ocean City Fire Department shall take precedence over all other secondary interests and/or employment.

203.03 Definitions

Secondary employment – self-employment or any other employment for salaries, wages, tips, or commission other than the full-time position held with the Town of Ocean City/Ocean City Fire Department.

203.04 Procedures

- A. Any employee involved in secondary employment must request/report secondary employment to the Fire Chief, through the chain of command, prior to accepting the position. This request/report of secondary employment shall also be updated annually on July 1st of each year unless there are no changes in hours and scope of work of the previously approved secondary employment.
- B. The Fire Chief will review and approve or disapprove the request within 30 days and notify the employee in writing of the decision.
- C. Secondary employment which restricts an employee's mental and/or physical ability to perform the duties and functions of his or her regular job shall be considered to be in conflict with the restrictions set forth in this document.
- D. The maximum number of hours that any employee may work secondary employment is 36 hours per week. No employee is permitted to work another full-time job outside of the Ocean City Fire Department.
- E. Secondary employment which compromises or violates the confidentiality of an employee's regular job or which compromises the objectivity of the Town's services rendered to the public shall be considered in conflict with the restrictions set forth in this document.
- F. Conflicting or unreported secondary employment will be grounds for disciplinary action, up to and including dismissal from the Town of Ocean City/Ocean City Fire Department.

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Request for Approval of Secondary Employment**

Employee Name: _____ **Date:** _____ **Shift:** _____

Secondary Employer: _____

Nature of Employer's Business:

Description of Duties Performed:

Secondary Work Schedule: _____
(days/times of work)

Employee Certification:

I understand:

- The work of the Ocean City Fire Department shall take precedence over all other secondary employment.
- The policy governing outside employment. My secondary employment will not have any impact on and will not create any conflict with my primary employment.
- That outside employment which restricts my mental or physical ability to perform the duties or functions of my regular job shall be considered in conflict.
- That secondary employment which compromises or violates the confidentiality of my job or which compromises the objectivity of City services rendered to the public or visitors shall be considered in conflict.
- That conflicting or unreported secondary employment shall be grounds for disciplinary action up to and including dismissal.
- Approval for secondary employment may be withdrawn at any time if it is determined that outside employment has an adverse impact on primary employment.

Employee signature: _____ Date: _____

Battalion Chief: _____ Date: _____

Deputy Chief: _____ Date: _____

Fire Chief: _____ Date: _____