



ARTICLE V CONDITIONS OF EMPLOYMENT

I. POLICY:

Department Heads shall establish work schedules, with the approval of the Town Manager, which meet the operational needs of the department in the most cost-effective manner possible. Political activity, outside employment, dual employment and employment of relatives are addressed as follows:

II. PROVISIONS:

A. **Political Activity:** Each employee has a civic responsibility to support good government by every available means and in every appropriate manner. Each employee may join or affiliate with civic organizations of a partisan or political nature, may attend political meetings, may advocate and support the principles or policies of civic or political organizations in accordance with the Constitution and laws of the United States and the State of North Carolina. However, no employee shall:

1. Engage in any political or partisan activity while on duty.
2. Use official authority or influence for the purpose of interfering with or affecting the result of a nomination or an election for office.
3. Be required as a duty of employment or as a condition for employment, promotion, or tenure of office to contribute funds for political or partisan purposes.
4. Coerce or compel contributions from another employee of the Town for political or partisan purposes.
5. Use any supplies or equipment of the Town for political or partisan purposes;
or
6. Be a candidate for nomination or election to office under the Town Charter.

Any violation of this section shall subject the employee to disciplinary action including dismissal.

B. **Outside Employment:** The work of the Town shall have precedence over other occupational interests of employees. All outside employment for salaries, wages or commissions and all self-employments must be reported in writing in advance

to the employee's supervisor, who in turn, will report it to the Department Head. The Department Head will review such employment for possible conflict of interest and then submit a record of the employment to the Town Manager for review and approval. Conflicting and/or unreported outside employment are grounds for disciplinary action up to and including dismissal. Documentation of the approval of outside employment will be placed in the employee's personnel file.

Examples of conflicts of interest in outside employment include, but are not limited to:

1. Employment with organization or in capacities that are regulated by the employee or employee's department; or
2. Employment with organizations or in capacities that negatively impact the employee's perceived integrity, neutrality, or reputation related to performance of the employee's Town duties.

An employee sustains an injury or illness in connection with outside employment they shall not be entitled to receive Town workers' compensation benefits or accrued Town Sick leave. Employees may not use the Town health, dental or vision insurance to cover any injury or illness arising out of, or in the course of any outside employment.

Town employees are not to wear uniforms or other items with Town of Selma logo or use Town of Selma equipment when off duty or engaging in outside employment or activities that would represent the Town in a negative perception.

- C. **Dual Employment:** The Town prohibits any employee from holding more than one position with the Town if the combined positions will result in the employee working more than 40 hours per week in any week of the year unless approved by the Town Manager. The Town will consult FLSA regulations in all dual employment cases to ensure that the regulations are followed.
- D. **Employment of Relatives:** The Town prohibits the hiring and employment of immediate family in full or part-time positions within the same work unit if such employment would result in one family member supervising another or if one member will occupy a position of influence over another member's employment or any condition of employment. Examples of potential influence include but are not limited to hiring, promotions, salary administration, and disciplinary action.

Immediate family shall be defined as spouse, child, parent, sibling, grandparent, grandchild, aunt, and uncle to include in-law, step, and half relationships. This definition also includes individuals living in the same household who share a relationship comparable to immediate family members.

The Town also prohibits the employment of any person, who is an immediate family member of individuals holding the following positions: Mayor, Town Council Member, Town Manager, Finance Director, Human Resources Director, or Town Attorney. Otherwise, the Town will consider employing family members or related persons in the service of the Town, provided that such employment does not:

1. Result in a relative supervising relative.
2. Result in a relative auditing the work of a relative.
3. Create a conflict of interest with either the relative and the Town; or
4. Create the potential or perception of favoritism.

This provision shall not apply retroactively to anyone employed when the provision was adopted by the Town.

Policy adopted

Effective Date: November 14, 2000

Amended: August 11, 2015

Amended: July 10, 2018

Amended: April 12, 2022

Amended: December 13, 2022

Amended: January 10, 2023

As of January 10, 2023, this policy replaces and supersedes any previous policies, or unwritten policies or practices covering the same subject.