



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 and is receiving worker's compensation from that employer shall not be entitled to receive Town workers' compensation benefits or accrued Town Sick leave.

- 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 directly supervising another or if one member will occupy a position of influence over another family 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.

The Town also prohibits the employment of any person who is an immediate family member to an individual holding the following position: Mayor, Town Council Member, or Town Attorney.

For the purposes of this Article, immediate family ("relative") shall be defined as spouse, child, parent, sibling, grandparent, grandchild, aunt, or uncle, and includes in-law, step, and half relationships. The definition for this Article also includes individuals living in the same household who share a relationship comparable to immediate family members.

Given the size of the Town, it may become necessary for the hiring of a family member. Any familial relationship that constitutes immediate family as defined above shall be disclosed. In the event the Town has employed a family member, and a promotion elevates one of the members into a position of authority, the Town shall ensure that the relative does not work in the same department and is not supervised by the superior relative. If the Town considers employing relatives in the service of the Town, the employment shall not: (1) Result in a relative directly supervising a relative; (2) Result in a relative auditing the work of a relative; (3) Create a conflict of interest between the Town and relative; or (4) Show favoritism or leniency to the relative.

Policy adopted

Effective Date: November 14, 2000
Amended August 11, 2015
Amended July 10, 2018
Amended April 12, 2022
Amended February 26, 2026

As of April 12, 2022, this policy replaces and supersedes any previous policies, or unwritten policies or practices covering the same subject.