

Callaway County Government Personnel Manual

Section 8 Conflict of Interest

| | |
|----------------------------------|--------------|
| SECTION: Conflict of Interest | Section: 8 |
| | Subject: 8.1 |
| SUBJECT: Employment of Relatives | Page: 1 of 1 |
| | Revised: |

Relatives of employees may not be employed by Callaway County under any of the following circumstances:

- A) Where one of the parties would have authority (or practical power) to supervise, appoint, promote, remove, advocate for, or discipline the other,
- B) Where one party would be responsible for auditing the work of the other;
- C) Where other circumstances might lead to potential conflict among the parties or conflict between the interest of one or both parties and the best interests of the County; or
- D) Where one of the parties is a policy level official of Callaway County.

“A relative” in this instance is defined as a spouse, parent, grandparent, child, grandchild, sister, brother, aunt, uncle, niece, nephew, cousin, as well as an in-law, or step-relationship.

If two employees marry, become related or begin sharing living quarters with one another and, in the County Commission’s judgment, it presents a potential problem either in fact or appearance, only one of the employees will be permitted to stay within that department in the County, unless reasonable accommodations as determined by the Commission can be made to eliminate the potential problem. The decision as to which relative will remain with the County must be made by the two employees within thirty (30) calendar days of the date they marry, become related, or begin sharing living quarters with each other. If no decision has been made during this time, the County reserves the right to terminate either employee.

| | |
|-------------------------------|--------------|
| SECTION: Conflict of Interest | Section: 8 |
| | Subject: 8.2 |
| SUBJECT: Outside Employment | Page: 1 of 1 |
| | Revised: |

County employees shall not directly, or indirectly, engage in any outside employment or financial interest that may conflict, in the County's opinion, with the best interests of the County or interfere with the employee's ability to perform the assigned County job. Examples include, but are not limited to, outside employment which:

- a) prevents the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job;
- b) is conducted during the employee's work hours;
- c) utilizes County telephones, computers, supplies, or any other resources, facilities or equipment;
- d) influences, or holds a financial interest in, or is employed by a firm that has contracts with or does business with the County; or
- e) may reasonably be perceived as a conflict of interest or otherwise discredits employee's service.

An employee who chooses to have an additional job, contractual commitment or self-employment, may do so provided the employee obtains prior approval from their department head.

| | |
|---------------------------------------|--------------|
| SECTION: Conflict of Interest | Section: 8 |
| | Subject: 8.3 |
| SUBJECT: Freedom of Speech and Action | Page: 1 of 1 |
| | Revised: |

Employees may register and vote as they choose, express opinions about political candidates and issues as an expression of opinion. Additionally:

- a) Employees should not engage in any form of freedom of speech which is disruptive to the functions of the County, or which is offensive to employees or the publics.
- b) Employees may participate in political or partisan activities of their choosing provided that County resources and property are not utilized, and the activity does not adversely affect the responsibilities of the employees in their positions. Employees may not campaign on County time or while representing the County in any way. Employees may not allow others to use County facilities or funds for political activities.
- c) Any County employee who meets with, or may be observed by visitors or residents, or otherwise represents the County to visitors or residents while performing their regular duties may not wear or display any button, badge or sticker relevant to any candidate or ballot issue during working hours. Employees shall not solicit, on County property or County time, a contribution for a partisan political cause.
- d) Except as noted in this policy, Callaway County employees are otherwise free to fully exercise their constitutional First Amendments Rights.