



## DUAL EMPLOYMENT FREQUENTLY ASKED QUESTIONS (FAQs)

- **When do I have to complete my Dual Employment Survey?**

The due date for completion is **Tuesday, December 31, 2019.**

- **Do I have to disclose outside employment?**

Yes. CCH Personnel Rules, Dual Employment Policy, and Cook County's Ethics Ordinance requires all employees to disclose any outside activity, including self-employment for which the employee receives compensation in addition to their CCH salary. Remember, all policies can be found on the intranet and within this dual employment survey.

- **What do I have to disclose?**

Any outside employment, services and relations that benefit a business or organization you are involved with, simply, any activities for which you receive compensation.

- **What does "outside employment" include?**

Another job outside CCH, stipends, grant payments for which you get compensation independent from CCH, registry or moonlighting work, self-employment – anything for which you receive compensation.

- **Do all employees have to file dual employment?**

Yes. All CCH employees whether or not the employee engages in outside activities must complete the survey. The survey must be completed annually and at any time throughout the year if something changes (by example, if you get an outside job mid-year).

- **Are there exceptions to the Dual Employment Policy? Restrictions?**

Yes. Please review the policies for exceptions and restrictions.

- **I don't have dual employment. Do I still have to complete this survey?**

Yes. You must complete this survey whether or not you have any outside activities.

- **My outside employment has NOT changed since I filed last year. Do I still have to complete the survey?**

Yes. Pursuant to CCH policy, the Dual Employment survey must be completed annually, whether or not an employee engages in any outside activities.

- **What happens after I submit the survey?**

Your manager reviews your submission. Once your manager reviews and approves your submission, the survey then goes to your manager's manager for review and approval. Your manager may ask you questions about your outside employment to determine if your outside activity may interfere with your CCH employment.

- **How is a conflict of interest determined?**

Please review the CCH Conflict of Interest Policy.

- **Where can I get more information about the policies and procedures in relation to dual employment and conflict of interest reporting?**

CCH Dual Employment, Personnel Rules and Conflict of Interest policies are embedded into the Dual Employment Survey. You may also find these policies in our CCH intranet.

- **What disciplinary measures, if any, are taken if I fail to file?**

Failure by an Employee to disclose the above information to his/her Department Head or providing false information in the survey shall be cause for disciplinary action up to and including discharge from employment.

- **Do I have to file if I am on FMLA or maternity leave?**

No – not while you're on leave. Once you return to work at CCH, you are required to file and complete submission of your dual employment status. Please contact Human Resources for additional questions related to FMLA or maternity leave.

- **I'm unable to access the survey, who do I contact?**

Please contact HIS/Help Desk at 312-864-4357 or email: [help@cookcountyhealth.org](mailto:help@cookcountyhealth.org)

- **How do I know if I submitted my survey?**

Once you submit the survey you'll get a unique code number. This code number will be emailed to your CCH email address.

- **I completed the survey, but I forgot to enter something. Can I modify my answers?**

Maybe. If your manager has not reviewed your submission, you can log in and update your survey. If your manager has reviewed the survey, first thing you do – talk to your manager, then call Human Resources or Corporate Compliance for guidance.

- **I am a Hektoen employee, do I have to complete the survey?**

No. Only CCH employees are required to submit a Dual Employment Survey.

- **I'm a manager, how can I see if my employees have completed the survey?**

Manager's will have the ability to see completion rates for their employees through the survey portal. More information will follow.

- **When am I required to approve my employees' surveys?**

Managers, watch your email for instructions and the due date. Remember, the first goal is to have your employee's complete the survey by December 31, 2019.