



Category: SYSTEM-WIDE		
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Title: DUAL EMPLOYMENT	Approval Date: 04/18/2014	Posting Date: 04/18/2014

POLICY

Dual Employment for Cook County employees which include Cook County Health and Hospitals System ("CCHHS") employees may be permissible when approved by the employee's Department Head in advance and when the expectations related to dual employment activities outlined in this Policy are strictly respected. Documentation of Dual Employment must be completed annually, whether or not the employee engages in outside activities.

AFFECTED AREAS

All employees under the jurisdiction of the CCHHS unless modified by an applicable Collective Bargaining Agreement.

DEFINITIONS

Dual Employment - any outside activity, including self-employment for which the employee receives compensation other than their work at CCHHS (hereinafter collectively referred to as "outside activities").

PROCEDURE/PROCESS

A. Reporting

The Report of Dual Employment Form must be executed by the following:

1. All CCHHS employees whether or not the employee engages in outside activities.
2. Persons entering County employment and assigned to work in the CCHHS.
3. Any person who after entering County employment as an employee becomes engaged in any outside activities.
4. Any employee engaged in any outside activities whose County work schedule or outside activities schedule has changed.
5. Any employee whose outside activities have been discontinued.

B. Dual Employment Restrictions

1. Dual employment for CCHHS employees is permissible only within the following considerations:
 - a. Does not exceed 20 hours per week for full time employees.
 - b. The type of work is approved in advance by the Department Head.
 - c. The specific hours of outside activities are not in conflict with the employee's normal duty hours including on-call status with the CCHHS.
 - d. Part-time employees shall be subject to the provisions of this policy, provided, however, that the time restrictions will be adjusted based on the percentage time commitment to the CCHHS.
2. No employee shall engage in a business, profession, trade, or occupation which will:
 - a. Impair his/her efficiency while on duty at CCHHS or when representing CCHHS.
 - b. Interfere with such employee's ability to satisfactorily perform his/her duties.
 - c. Impair or reflect poorly upon the reputation of the CCHHS.
 - d. Impair his/her independence of judgment and/or constitute a conflict of interest as defined by the *Cook County Ethics Ordinance*, or create risk for a potential conflict of interest.

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- e. Utilize CCHHS property or personnel or be conducted on CCHHS premises.
- f. Result in self-referral or referral to a business, organization, entity that employs or compensates the employee.
- 3. Employees in certain executive leadership positions shall be prohibited from engaging in dual employment. These positions shall include the positions that report directly to the Chief Executive Officer, with the exception of executive assistants.

The prohibition set forth in this section will not apply to employees who are in part time executive leadership positions or interim executive leadership assignments.

The Chief Executive Officer may grant an exception in writing to this dual employment prohibition for certain activities in advance of the employee's undertaking of such activities. By way of example, activities subject to such exception may include honorariums for speaking engagements, publishing, participation in surveys or on commissions, or limited teaching responsibilities.

C. Falsification or Omission of Information

Failure by an employee to disclose the above information to his/her Department Head or providing false information on the Dual Employment Form shall be cause for disciplinary action up to and including discharge from County employment.

CROSS REFERENCES

Cook County Ethics Ordinance

POLICY UPDATE SCHEDULE

Review at least every three (3) years or more often as appropriate.

POLICY LEAD

Gladys Lopez
Chief of Human Resources

REVIEWERS

Chief Compliance and Privacy Officer
General Counsel

APPROVAL PARTY

John J. Shannon, MD
Interim Chief Executive Officer
Electronically Approved: April 18, 2014

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POLICY HISTORY

Replaces: JSH 06-10-36 Dual Employment
 OFH 6509 Dual Employment

Written: 2009-06-25

Approved: 2009-09-28 Posted: 2009-09-28

Reviewed/Revised: 2014-03-12

Approved: 2014-04-18 Posted: 2014-04-18