



Cochise County Judicial System

Policy Title: Outside Employment and Volunteer Activities

Policy Number: 3002

Effective: March 1, 2021

Last Reviewed/Updated: February 22, 2021

I. Outside Employment

While the Cochise County Judicial System (CCJS) does not oppose employees engaging in outside employment, including self-employment or the operation of a business, each full-time employee will consider their position with the CCJS to be their primary place of employment. The outside employment of part-time employees can also reflect on the judiciary. Therefore, the CCJS will oppose outside employment when it interferes with any employee's duties with the CCJS, involves a potential conflict of interest, or compromises the integrity or credibility of the judiciary. In addition to these situations, employees will avoid:

- A. Outside employment with an entity that conducts business with the CCJS, regularly appears in court or requires the employees to have frequent contact with attorneys who regularly use the court system without full disclosure and satisfactory management of any potential conflict of interest.
- B. Outside employment that will impair the employee's capacity to perform their job duties and responsibilities in an acceptable manner, such as that which:
 1. Cannot be accomplished outside the employee's normal working hours; or
 2. Is otherwise incompatible with the performance of the employee's duties by placing the employee in a position of conflict between the employee's role at the Court and the employee's role in the outside employment.
- C. Outside employment involving the practice of law before the courts of the State of Arizona.
- D. Performance of work for any governmental entity within the State of Arizona without the written consent of both employers.
- E. Outside employment which exploits official position or confidential information acquired in the performance official duties for personal gain.
- F. Outside employment which the public may view as work on behalf of the CCJS.

II. Procedure

Due to the importance of the public's perception of the CCJS, all employees who engage in outside employment are required to disclose such work to the Department Director and obtain written approval prior to commencing outside employment. Such permission is at the sole discretion of the Department Director and may be withdrawn at any time. The Department Director may staff the request with the Judicial Human Resources Director or Presiding Judge, if necessary. The Department Director's decision is final and is not subject to the grievance procedure or appealable. It is the responsibility of the employee to report any change in the status of outside employment to the department director.

Employee's engaged in outside employment determined not to be in conformance may be required to cease such employment. Outside employment actions which reflect negatively on the court are grounds for disciplinary action up to and including termination.

III. Injuries

Any injury sustained during outside employment must be reported to and recorded by the Department Director.

IV. Volunteer Activities

Employees are encouraged to engage in volunteer activities. However, employees should evaluate their volunteer activities in the same manner as outside employment to identify any potential conflict with the employee's position with the court. Employees must discuss these conflicts with their supervisor.

Employees should declare volunteer activities only if the employee believes there is some reason for concern consistent with the Judicial Merit Rules or the Code of Conduct for Judicial Employees.