



State of New York
County of Broome Government Offices

Broome County Department of Personnel
Jason T. Garnar, County Executive · Thomas H. Behan, Personnel Officer

Memorandum

To: County Officers and Employees
From: Robert G. Behnke –County Attorney
Thomas H. Behan- Personnel Officer
Date: November 1, 2018
Re: Officers and Employees Engaged In Other Duties

Due to past confusion regarding the requirements to obtain approval for outside employment under the Broome County Charter and/ or Administrative Rules, the following reminder is re-issued periodically.

The General Provisions (Article XXVI) of the Broome County Charter and Code addresses the issue of officers and employees who engage in duties outside of their County jobs.

Section C2610 of the Charter specifies that no officer or employee of the County shall accept or engage in any business or professional activity with any other governmental unit, including an elected office, unless prior written consent is given by a three-person Board, consisting of the County Executive, the Chairman of the County Legislature and the Personnel Officer. Consent is based on the Board's determination that the requested employment or engagement in business or professional activity does not conflict with the officer's or employee's duties to the County of Broome.

In addition to the Charter requirements, the Heads of Administrative Units and other management and supervisory personnel covered by the Personnel Rules for Administrative Personnel are prohibited from reimbursable work outside their regular County employment (public or private) without the annual written consent of the County Executive or Chairman of the County Legislature, whichever is appropriate. This requirement applies to work in the private and not-for profit sectors as well as with other governmental units.

Requests related to C2610 of the Charter (involving other governmental units) will initially be submitted to the Personnel Officer who will forward the request to the other members of the Board for review and approval. Outside employment requests under the Administrative Rules should also be provided to the Personnel Officer who will submit for appropriate approval.

All written consents will be filed with the Clerk of the County Legislature. Copies will also be filed in the employee's personnel file. Examples of request forms are attached for your review.