



ADVISORY ON DUAL EMPLOYMENT

Cook County Ethics Ordinance Section 2-573 & Procedural Rules Section 9.10

What is Dual Employment?

Dual employment, for purposes of the Ethics Ordinance, is having one or more jobs (secondary employment), in addition to your County position, for which you receive compensation. Examples of dual employment include being a real estate broker, running a small business, driving for a rideshare service, delivering food, tutoring, etc.

Dual Employment requirements apply to the following individuals:

1. All **full-time** Cook County employees (minimum 40 hours/week); and,
2. Cook County elected or appointed officials.

Part-time employees are not subject to Dual Employment time restrictions.

How can you appropriately have dual employment according to the Board of Ethics?

Employees may generally engage in dual employment under the following conditions:

1. Does not exceed 20 hours per week, unless authorized by an employee's supervisor/Department Head, or their designee;
2. The specific hours of outside employment do not conflict with the employee's County work hours; and
3. Does not impair or interfere with the employee's or official's ability to perform their duties to the County.

How do I report dual employment?

All County employees who have an additional job(s) must submit a dual employment form to their supervisor and/or Department/agency head.

NOTE: Employment includes self-employment and professional services (e.g., contract or freelance work).

Forms must be completed:

1. Within 60 days of when you start working for Cook County; **and**
2. Within 60 days of any change(s) to your outside employment:
 - o Starting a new secondary job.
 - o Switching to a different secondary job.
 - o Changes in secondary employment (new hours, job duties, etc.)
 - o Leaving a secondary job.

NOTE: Your department/agency may require all employees who do not have outside employment to complete a form certifying that you do not have outside employment. This is at the discretion of the individual department/agency.

How should you file your dual employment disclosure?

Forms should be provided to you and maintained by your Human Resources Department, Department Head, Elected Official or Designee. This may include a disclosure form in PDF or an online form. The Cook County Board of Ethics does not provide or retain these forms. The Board of Ethics only maintains dual employment disclosures submitted by elected officials. For Elected Officials, the required disclosure should be submitted to the Executive Director of the Department of Human Rights and Ethics within 30 days of your first day as a Cook County Elected Official and within 30 days of changing or leaving outside employment.

NOTE: Providing false information or failing to disclose dual employment will constitute a violation of the Ethics Ordinance, which may result in disciplinary action, including termination of County employment.

How long must Dual Employment disclosures be retained?

Human Resources Departments, Departments Heads, Elected Officials or Designees must retain Dual Employment Forms for at least 2 years.

If your department/office requires longer retention of documents, please follow those requirements.

Other Considerations for Departments/Agencies

- Collect dual employment forms from all employees
 - Departments/Agencies may decide to require (1) employees *with* outside employment to disclose all outside employment, and (2) employees *without* outside employment to certify that they are not engaged in any outside employment.
- Dual Employment Disclosure Requirements.
 - In developing dual employment forms, departments/agencies may require employees with outside employment to report the following:
 - Name of outside employment or note self-employment
 - Hours and Days the employee is engaged in outside employment

- Enable employees to disclose all outside employment (e.g. a County employee who works for a catering company and drives for a rideshare company should disclose both positions)
 - Date employee began outside employment
 - Business Type
 - Location of outside employment
 - Description of duties performed
 - Employee attestation that the information provided is accurate, the outside employment will not interfere with their County duties and will not conflict with County duties or overlap with County work schedule.
- Annual Dual Employment Reporting
 - Departments/Agencies may require all employees to submit dual employment forms once a year.
 - Employees are still required to report if they obtain new employment, end employment, or have changes to existing outside employment if any changes occur after their department/agency's annual reporting period.

Departments/Offices may create their own Dual Employment Forms (the Bureau of Human Resources Form is a good template).

IMPORTANT: The County Ethics Ordinance establishes MINIMUM requirements regarding Dual Employment. Departments may set stricter requirements but may not require less than the Ethics Ordinance.

Supervisors, Department Heads, and employees have a duty to report any violations of the Dual Employment policy to the Cook County Board of Ethics at CookCounty.Ethics@cookcountyil.gov or 312-603-4304. Inquiries and investigations are confidential. Whistleblower protections apply.