



Cuyahoga County
Agency of Inspector General

ETHICS UPDATE

Secondary Employment

Update No. 2017- 3



In this Advisory:

- Guidelines on Disclosing Secondary Employment
- Link to Submit Secondary Employment Disclosure Form

Secondary Employment Disclosure

Are you looking to make some extra money?

Around this time of year, County officials and employees, looking for extra income, often seek second jobs. This Ethics Update serves as a reminder that all elected officials and employees must submit a secondary employment disclosure form - within **thirty (30) days** of accepting any new secondary or outside employment.

Specifically, elected officials and employees should disclose:

- *Any compensated employment or private business activity outside of the employee's primary status with the County. This includes any income required to be reported to the IRS.*
- *Any compensated interest or activity that poses a conflict of interest with the County.*

Disclosure forms should be submitted regardless of the length of the secondary employment. Disclosure Forms only need to be submitted once. Please contact the Agency of Inspector General with any questions.

[Click Here to Submit Secondary Employment Disclosure](#)



See Full [Advisory Opinion](#)

For More Information, Contact the AIG by phone at
(216) 698-2101 or email at inspectorgeneral@cuyahogacounty.us