



**HORRY COUNTY**  
**FIRE/RESCUE DEPARTMENT**  
PROUD \* PREPARED \* PROFESSIONAL



**STANDARD OPERATING PROCEDURE**

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APPROVED BY: Garry B. Alderman, Fire Chief

DATE: 05/20/10

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**SOP 401**

**OUTSIDE EMPLOYMENT**

**PURPOSE OF THIS STANDARD**

- A. PURPOSE:** To ensure an employee understands that the position held with the Horry County Fire/Rescue Department is first in priority above other occupations.
- B. RESPONSIBILITIES:** All full-time employees of the Horry County Fire/Rescue Department.
- C. POLICY:** The full-time position an employee holds with the HCFR Department will take precedence over outside or self-employment occupations.
- 1) An employee shall not use HCFR working hours to promote or carry out outside employment.
  - 2) An employee shall not engage in outside employment that impairs the efficiency of HCFR services or results in any conflict of interest.
  - 3) An employee shall not use any equipment, supplies or office space owned by the Horry County Government or the HCFR while performing duties in outside employment.

- 4) An employee shall not engage in exhaustive outside activities that consistently affect his/her physical and mental ability to perform the assigned duties of the HCFR Department in an acceptable manner.
- 5) An employee may apply for use of his/her accumulated sick leave for an injury by accident sustained while engaged in outside employment. For an injury sustained under these circumstances, an employee may request to use either vacation, sick leave, or leave without pay. An employee receiving injury compensation from an outside employer waives all claims of compensation provide by the Horry County Government.
- 6) No employee is allowed to work an outside job within eight hours of the beginning of a scheduled shift.