
MEMORANDUM

TO: ALL DEPARTMENTS
FROM: VANESSA HALE
SUBJECT: DUAL EMPLOYMENT
DATE:

The Town's labor counsel has advised us on circumstances where town employees are employed by more than one department within the Town of Southborough. Section 20 of Chapter 268A (the Conflict of Interest law) prohibits a municipal employee from having a financial interest in a contract with their own town. Being employed by two departments is interpreted as having two contracts with the same town which is not allowed under this law. In such instances, the following conditions must be met to avoid a conflict of interest.

- ✓ The second job is with a completely separate agency (or town department)
- ✓ There has been a public advertising for the position
- ✓ The employee files a statement with the town clerk disclosing that they have another job
- ✓ The hours the employee works on the two jobs do not overlap
- ✓ The services performed in the second job are not part of the employee's duties in his or her regular job
- ✓ The employee is not compensated in the second job for more than 500 hours per year
- ✓ The head of the second agency must certify that no employee of that agency is available to do this work as part of their regular duties
- ✓ The board of selectmen gives its approval

Please contact the Selectmen's Office if this situation pertains to any employee in your department.