

POLICY: **DUAL EMPLOYMENT**
EFFECTIVE DATE: **09/17/26**
SUPERSEDES: **NA**
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POLICY

It is the policy of the District that no full time regular employee can hold more than one District position at the same time. However, employees who are employed in less than a full-time regular position may hold more than one District position, provided that the normally scheduled work periods do not require overtime or compensatory time as defined by the federal Fair Labor Standards Act (FLSA).

It is the policy of the District that no District employee can be an employee or volunteer of a related agency without prior approval.

DEFINITION

Related agency — Any fire protection or ambulance district, a municipal fire department, fire protection association, or a private or public ambulance provider.

RESPONSIBILITY

It is the responsibility of Personnel Officer that no full-time regular employees hold more than one District position at the same time.

It is the responsibility of the District Manager or Fire Chief and a less than full-time employee to ensure that the normal work periods do not require overtime or compensatory time.

Using a ***Dual Employment Request Form 518-1*** submitted to the Personnel Officer, District Manager, or Fire Chief, it is the responsibility of a candidate for employment with the District to also request to continue being employed by or volunteering for a related agency.

When recommending the Board approve or deny a candidate for employment with the District, it is the responsibility of the District Manager or Fire Chief to inform the Board when a candidate is already employed by or volunteers for a related agency.

Using a ***Dual Employment Request Form 518-1*** submitted to the District Manager or Fire Chief, it is the responsibility of an existing District employee to request approval to become employed by or volunteer for a related agency.

It is the responsibility of the District Manager or Fire Chief to recommend to the Board the approval or denial of employee requests to become employed by or volunteer for a related agency.

It is the responsibility of the Board to approve or deny requests for dual employment using ***Dual Employment Request Form 518-1*** submitted to the Board by the District Manager or Fire Chief.

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PRACTICE

The primary consideration to approve or deny an employee becoming an employee or volunteer of another related agency or permit appointment of an individual who already is an employee or volunteer of another related agency shall be impact such dual employment could have on District morale, interference with the employee's work or fellow employee's work, and/or negative impact on the District's Insurance Services Office's (ISO) Public Protection Classification.

RELATED POLICIES

[Employment 218](#)

Outside Employment 548

Conflicts of Interest 582

REVISION HISTORY

Revision Date	Author	Revision Details
September 17, 2026	Monte Olsen	Initial version