

STATE OF MICHIGAN 6th JUDICIAL CIRCUIT OAKLAND COUNTY	OUTSIDE EMPLOYMENT OF COURT EMPLOYEES	ADMINISTRATIVE ORDER 2004-7
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This Administrative Order is issued in accordance with Michigan Court Rule 8.112(B). The purpose of this Order is to proscribe Standards of Conduct with respect to the outside employment of court employees. The Order affirms the Sixth Judicial Circuit Court's commitment to uphold the integrity of the judiciary in the management of its affairs and in furtherance of the administration of justice in Oakland County.

IT IS ORDERED:

Each full-time court employee's position must be the employee's primary employment. Court employees include all employees under the employ of the Court, including *At Will* employees who serve at the pleasure of their judge. Court employees are expressly prohibited from performing duties and responsibilities related to outside employment from 8:30 a.m. until 4:30 p.m., or during the employee's normal working hours if he or she observes flex time that results in a work schedule that differs from the normal hours of court.

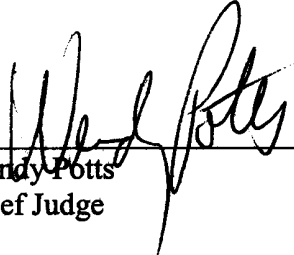
All employees, full-time and part-time included, are bound by the applicable rules and policies of Oakland County pertaining to outside employment. In addition to those rules and policies, outside employment is permissible only if it complies with all of the following:

1. The outside employment is not with an entity that regularly appears in court or conducts business with the court system and it does not require the court employee to have frequent contact with attorneys or others who regularly appear in the court system; and
2. The outside employment is capable of being fulfilled outside of normal working hours and is not incompatible with the performance of the court employee's duties and responsibilities; and
3. The outside employment does not require or induce the court employee to disclose confidential information acquired in the course of, and by reason of, official duties; and
4. Prior to accepting outside employment, the employee shall notify his or her judge and the court administrator in writing of his or her intent to accept outside employment; and

5. Court employees who have outside employment at the time that this Order takes effect shall promptly disclose the outside employment to their judge and the court administrator in writing; and
6. The outside employment shall not be within the judicial, executive, or legislative branches of government without written consent of both employers.

An employee may be asked to terminate his or her outside employment if it is determined by the judge (for At Will employees serving at the pleasure of the judge) or court administrator (for employees under the authority of the court administrator) that the outside employment creates a conflict of interest, reflects adversely on the integrity of the court, or is otherwise contrary to the spirit of this Order. Failure to terminate outside employment in such circumstances may lead to disciplinary action up to and including discharge.

Upon approval of the State Court Administrative Office, this Administrative Order shall take effect on January 1, 2005.

 _____ Wendy Potts Chief Judge	Date <u>12/8/04</u>
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Adopted by the Circuit Judges on December 7, 2004.