

employees. At the discretion of the supervisor or Administrative Service Manager, keys will be made available to certain temporary employees.

Upon termination of employment *with* the Department, all keys shall be returned to the supervisor. Failure to do so will delay paycheck issuance for the following pay period.

3. Other Employment or Income: Any employment outside of normal work hours must be reported in writing to the Public Defender. It may continue if such outside employment is determined not to be in conflict with or incompatible with one's County job, and if an employee conducts outside business without utilizing County facilities or equipment, and if the employee's work performance or behavior is not adversely affected by the outside employment. Deputy Public Defenders are prohibited by statute from practicing law outside of their duties as deputy public defenders.
4. Conflict of Interest Code: In addition to the foregoing outside employment limitations, the County has a Conflict of Interest Code which requires employees in certain positions to file Conflict of Interest reports. The report sets out types of income, interests, and investments which persons in certain positions must report. These items must be reported annually in March for the previous calendar year. Generally, positions identified for reporting are those in which the recommendations and judgment of the incumbents have the most critical impact on County policy.
5. Equal Employment Opportunity: The County has an Affirmative Action Plan intended to ensure equal employment opportunity regardless of race, color, creed, sex, age, national origin, or handicap. If an employee wishes to request information, or to file a discrimination complaint, he/she should contact the Public Defender's Affirmative Action Coordinator or the Equal Opportunity Management Department.
6. Performance Evaluation Policy
 - a. Policy: It is the policy of the Department of the Public Defender that the performance of each employee shall be evaluated on an annual basis, and that the evaluation process will be used as a constructive tool of management at all levels. It will be used to provide a comprehensive description of individual performance for the employee and management, and to assist in determining employee training and other needs.