

Policy number: V-15	Subject: OUTSIDE EMPLOYMENT
	Revision: one
Approved: Agency Board: June 28, 2006	
Policy Council: May 17, 2006	

OBJECTIVE:

Maintenance of a vibrant work force.

POLICY:

The agency recognizes the right of its employees to spend their non-working time away from the job as they please. It does, however, require that activities away from the job must not compromise the agency's interest or adversely affect the employee's job performance and ability to fulfill all responsibilities to the agency.

PROCEDURES:

- A. The agency does not prohibit employees from holding second jobs, subject to certain restrictions as outlined below. Outside employment for full-time employees is not encouraged. Before any outside employment or work activity is undertaken, employees should consult with their supervisor in order to ascertain the potential impact on the agency. Prior written permission from the supervising manager is required.
- B. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. Should the outside employment cause or contribute to any of these situations, such outside employment must be discontinued and, if necessary, normal disciplinary procedures will be followed, up to and including termination (See Disciplinary Procedures).
- C. Consultation with employees should determine if outside employment will:
 - 1. Reduce the employee's efficiency in working for the agency;
 - 2. Involve working for an organization which does business with the agency, such as contractors, suppliers, etc.;
 - 3. Adversely affect the agency's image.
- D. Employees who have accepted outside employment are not eligible for paid sick leave when the absence is a result of an injury sustained on the second job. In addition, employees are not to conduct any outside business during paid working time.
- E. Employees are encouraged to share their expertise with other organizations with the same or other interest; however, when employees receive compensation for consultant services annual leave or leave without pay must be taken. Management staff may not "reschedule" time to allow for out-of-area consultants travel or employment and must utilize leave.