
OUTSIDE EMPLOYMENT

In order to maintain a work force that is fit and available to provide proper services and carry out functions of the District, employees are **prohibited discouraged** from engaging in outside employment which presents real or potential conflict with or negatively impacts their employment with the District. Outside employment may be classified as in conflict with the District's interests if it

- Interferes with or negatively impacts the employee's ability to perform his/her assigned job.
- Prevents the employee's availability for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job.
- Is conducted during the employee's work hours.
- Requires the services of other employees during their normally scheduled work hours.
- Makes use of the District's telephones, computers, supplies, or any other resources, facilities, or equipment.
- Is represented as an activity of the District or an activity endorsed, sanctioned, or recommended by the District.
- Takes advantage of the employee's employment with the District, except to the extent that the work with the District may demonstrate expertise or qualification to perform the outside work.
- Requires the employee to schedule time off at specific times that could disrupt the operation of the District.
- Involves employment with a firm that has contracts or does business with the District. Exceptions to this policy have been identified in Policy GBBJ – Code Of Ethical Standards.
- Negatively impacts the public's perception of the integrity or credibility of the District.

Policy #GBBQ

Revised 11/24/15

GBBQ

OUTSIDE EMPLOYMENT, ADMINISTRATIVE PROCEDURES

Employees will devote his/her full time, attention, and effort during his/her official work hours. An employee must notify his/her administrator or manager/supervisor of the outside employment, including self-employment, if such outside employment may be reasonably perceived to be in conflict with his/her employment or if the employee is unsure about a perceived conflict. If the administrator or manager/supervisor believes there may be a conflict between the employee's District employment and his/her outside employment, s/he may request information, such as:

- The outside employer's name,
- Nature of the work performed by the outside employer,
- Does the activity of the outside employment require employee to disclose information obtained with District and/or impair employee's independence or ethics,
- Proposed work schedule,
- Job location, and
- Duties to be performed.

If the administrator or manager/supervisor determines there is a conflict between the employee's District employment and their outside employment, they will inform the employee that the outside employment is not allowed. The employee may request and the District will grant a review by the Superintendent/designee.

If the employee chooses not to request a review, or if the review affirms the decision of the administrator or manager/supervisor, the employee must terminate the outside employment if s/he wishes to remain an employee of the District.

Is encouraged but not required to notify their administrator or manager/supervisor of any outside employment.

If an administrator or manager/supervisor determines that a district employee's performance at work is being affected, they may inquire as to if the district employee has an outside job. If it is discovered that the employee has outside employment, the administrator or manager/supervisor may request the employee terminate the outside job.

The employee may request and the District will grant a review by the Superintendent/designee as to whether the outside employment is affecting the employee's performance in the district. If it is found that their performance in the district is affected by the outside job, they will be asked to terminate the outside job or they will be subject to other disciplinary actions.

Employees who engage in outside employment, which is prohibited by this policy, are subject to discipline, up to and including termination.