

OUTSIDE EMPLOYMENT

1. Policy

In order to maintain a workforce that is **fit and** available to provide proper services and carry out functions of the District, employees are prohibited from engaging in outside employment which presents real or potential conflict **with**, or negatively impacts their employment with the District.

2. Conflicting Employment

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 their** 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 LCSD Board Policy GBBJ: Code Of Ethical Standards.
- Negatively impacts the public's perception of the integrity or credibility of the District.

OUTSIDE EMPLOYMENT - ADMINISTRATIVE REGULATIONS

1. 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 ~~request written approval from~~ for 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. The proposed outside employment may not be construed as an extension of assigned duties or responsibilities with the District. Employees performing work similar to their assigned District duties must disclose to their clients/patrons in writing that the services they are providing are not affiliated with the District.
2. Employees will devote full time, attention, and effort during official work/duty hours and not to contractual obligations.
3. If the administrator or manager/supervisor believes there may be a conflict between the employee's District employment and his/her their outside employment, s/he the administrator, manager, or supervisor may request information, such as:
 - The outside employer's name;
 - The nature of the work performed by the outside employer;
 - Does Whether the activity of the outside employment requires the employee to disclose information obtained with the District, and/or impair the employee's independence or ethics;
 - Proposed work schedule;
 - Job location; and
 - Duties to be performed.
4. 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 ~~denies the request, the employee may request~~ and the District will ~~grant~~ a review by the Superintendent/designee whose decision is final.
5. 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 they wishes to remain an employee of the District. The District may withdraw approval of the outside employment if a conflict is determined.
6. Employees who engage in outside employment, which is prohibited by this policy, are subject to discipline, up to and including termination.

Appendix A

OUTSIDE EMPLOYMENT DISCLOSURE

Employee Name:

Name of Outside Employer:

(If self-employed, enter the business name)

Address of Outside Employer/Self-
Employment:

Outside Employer Phone Number:

Describe the nature of the work performed by the outside employer or self-employment business.

Will this activity require or induce you to disclose controlled information obtained as part of your job or impair your independence or ethics?

List the specific duties, functions, and activities that you personally will perform for the outside employer or in the self-employment business.

Document your work schedule (days and hours) with the outside/self-employment.

What is your work schedule with the outside employer, days and hours?

Will this outside/self-employment conflict with your current work hours?

Comments:

Employee statement

I certify that my outside employment does not present a conflict with my current employment. The employment may not be construed as an extension of my duties or responsibilities with the Lyon County School District (LCSD). I will devote my full time, attention and effort to LCSD employment during official duty hours and not to contractual obligations. If a potential conflict arises, I will notify my administrator or supervisor and human resources, within three business days.

Employee Signature

Employee Printed Name

Date

Employee's administrator/supervisor shall check one of the following statements:

_____ I have reviewed the information provided on this form and determined that this outside employment **DOES NOT** present a real or potential conflict of interest to the LCSD.

_____ I have reviewed the information provided on this form and determined that the outside employment **DOES** present a real or potential conflict of interest to the LCSD.

Administrator/Supervisor Signature

Administrator/Supervisor Printed Name

Date

If administrator/supervisor determines there is a conflict of interest, the employee may request that the superintendent/designee review the denied request.

Superintendent/Designee shall check one of the following statements:

_____ I have reviewed the information provided on this form and determined that this outside employment **DOES NOT** present a real or potential conflict of interest to the LCSD.

_____ I have reviewed the information provided on this form and determined that the outside employment **DOES** present a real or potential conflict of interest to the LCSD.

Superintendent/Designee Signature

Superintendent/Designee Printed Name

Date